WESTMONT COLLEGE

Advancement Systems Data Specialist
Office of College Advancement

Position Summary: In collaboration with the Advancement Services team, the Advancement Systems Data Specialist has responsibility for the integrity of Advancement data regarding employment, academics, affiliations, involvement, and contacts. The position is responsible for ensuring the appropriate updating, researching, monitoring, documenting and storing of data. The Specialist is the primary contact for all returned mail, all demographic information for updating, and questions related to demographics research. The Specialist assists in training other staff in the use of Colleague. This position will also provide secondary support in the area of gift processing.

Qualifications: Minimum of two years experience with computer systems, relational databases and Microsoft Office suite of products. College degree desired. Proven working knowledge of MS Word, MS Excel and MS Access. Ability to create clear and organized written materials. Works well with others in an instructional situation. Demonstrated attention to detail, excellent spelling skills, ability to set up and follow procedures. Ability to maintain confidentiality; Ability to work independently as well as establish and maintain harmonious relations with other staff, faculty, students, alumni, volunteers and donors; ability to communicate effectively, both orally and in writing.

Responsibilities:

• Enters, researches, and updates data such as: addresses, phone numbers, employment information, parent/child relationships, company contacts and other information relative to the College's constituent and organization records in the alumni/development database. Coordinates the update efforts of other personnel in the department who may be assigned these tasks.

• Maintains constituent records for mail, activities and other lists reflecting interests, boards, volunteers, memberships and participation in events. Participates in data entry projects in the areas of incoming/outgoing mail, the rollover of new graduates and parents of current students, tracking student withdrawals and transfers, tracking student activities, tracking new hires and terminations of faculty and staff, cleaning up of corporate records, and other special data projects as they arise.

• Provides back-up support to the Gift Entry Specialist including the receiving, recording, legal receipting, and acknowledging of charitable contributions to the College in accordance with donor intent, Westmont College policies and adherence to the IRS rules and regulations governing contributions to 501(c)(3) organizations.

• Generates regularly occurring reports and mailing data for the Office of College Advancement and external departments as needed. Selects, filters and prepares said data for mailings, solicitations and reports.

• Maintains documentation of data storage related to Colleague Advancement database.

• Generates data exception reports to identify data entry errors.

• Collaborates with the Advancement Services Assistant to train advancement staff, including new staff, to navigate and/or enter data in Colleague Advancement as needed. Works with the
Director of Advancement Systems and the Advancement Services Assistant to plan and coordinate OCA Users' Meetings to maintain consistent data practices and reduce data entry errors.

- Hire and supervise student workers, as needed.

- Works effectively with others by sharing ideas in constructive and positive ways; listens to and objectively considers ideas/suggestions from others; keeps commitments; keeps others informed of work progress, timetables and issues; addresses problems/issues constructively to find mutually acceptable and practical solutions; addresses others by name in a respectful manner; respects the diversity of the work force in actions, words and deeds.

- Other Duties as Assigned

**Reports to:** Director of Advancement Services

**Application Procedure:** Applications and resumes should be submitted online at [http://www.westmont.edu/_offices/human_resources/OnlineEmploymentApplication.html](http://www.westmont.edu/_offices/human_resources/OnlineEmploymentApplication.html).

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