



## JOB OPPORTUNITIES

### Biographical Management Specialist University Advancement

**Posted October 11, 2018**

Under the supervision of the Sr. Director of Advancement Services, this role is responsible for collecting, verifying, entering, reporting and archiving information in the alumni database, The Raiser's Edge. This person also maintains the integrity of the department's physical files, transferring relevant information to the database before purging/disposing of documents. Additionally, this person will manage account updates and event registrations through the alumni community as well as provide website updates as needed. Will manage day to day operations of data updates received through the online community, phonathon, and other sources.

**Duties and Responsibilities:**

- Enters biographical and demographic information on database records.
- Performs appropriate research for data verification.
- Creates free form and master records for individuals and organizations in the database.
- Performs duplicate accounts maintenance – through deletion or merging – as needed.
- Records data updates that come in through phonathon.
- Processes event registrations and profile updates received through online community.
- Provides technical support and updates to the online community as needed.
- Maintains the Advancement Services file room.

**Qualifications:**

- Bachelor's degree from four-year college/university preferred; or minimum of two years relevant experience.
- Experience with data entry required.
- Working knowledge of Microsoft Word and Excel, as well as extensive knowledge in researching with internet resources.
- Blackbaud Raiser's Edge and NetCommunity experience preferred.
- Experience with HTML and CSS.
- Ability to work with sensitive information while maintaining high level of confidentiality.
- Excellent verbal and written communication skills.
- Organized, attentive to details, with the ability to multi-task.
- Ability to work without supervision and demonstrate initiative.

Capital University is committed to increasing the diversity of the Capital community and curriculum. This commitment includes Capital's dedication to the development of faculty and staff who are committed to inclusive practices in teaching, learning, working and all other campus and community interactions. Candidates who can contribute to that goal are particularly encouraged to apply.

Capital University offers a rich benefits package that includes medical, dental, vision, retirement, family education benefits, short-term and long-term disability, life insurance and free parking.

Range begins at \$12.85 per hour; 37.5 hour work week.

**Send cover letter and resume electronically to:**

**Laura Riley**  
[lriley@capital.edu](mailto:lriley@capital.edu)

Please complete the optional confidential data survey at: <http://www.zoomerang.com/Survey/WEB22A2B2784NM>



**For more information on Capital University, visit our website at [www.capital.edu](http://www.capital.edu).**

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