

# UNIVERSITY OF DALLAS

Temporary University Advancement Assistant  
**Advancement**

Job Number: 7795UD  
**Date Posted: August 26, 2019**

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## WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

## JOB DESCRIPTION

UD is currently seeking a Temporary University Advancement Assistant. The Temporary University Advancement Assistant will assist the Vice President for University Advancement in carrying out the functions of the Office of University Advancement. Those functioning include, but are not limited to: event planning and execution, alumni relations and communication, general office support and other duties as assigned by the Vice President for University Advancement.

## PRIMARY RESPONSIBILITIES

- Serve as an assistant to the Office of University Advancement
- Assist with event planning and execution
- Assist with alumni relations and inquiries
- Assist with alumni communications
- Assist with donor relations and stewardship
- Provide general office support

## MINIMUM REQUIREMENTS

- Bachelor's degree.
- Bachelor's degree from the University of Dallas strongly preferred.

## ADDITIONAL INFORMATION

- Night and weekend work may be required to cover events.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**