

## Job Announcement

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**Job Title:** Advancement Graduate Assistant

**Department:** Advancement

**Reports To:** Director of Donor Relations & Grant Writing

**Pay Status:** Non-Exempt

**Position Status:** Graduate Student

**Approved By:** Dr. Stacy Hall

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**Position Summary:** The Office of Advancement includes institutional marketing, alumni relations, and development. Its mission is to bring more students to campus, to build constituent relations, and to help fund the growth of the University. The Advancement Graduate Assistant will be responsible for assisting the office with all office functions including database management, donor/alumni event operations, donor/alumni outreach, and various fundraising and general administrative functions. This is a paid position beginning in August and lasting throughout the 25-26 TMU Academic Year. The successful candidate must be able to work 19.5 hours each week. As a Graduate Assistant, TMU will cover the cost of tuition for two graduate level classes each semester (Fall & Spring).

**Knowledge, Skills, and Abilities:**

- Must be proficient in MS Word and Excel.
- Must be an effective communicator with excellent customer service skills.
- Proficient in writing which includes excellent grammar, knowledge of news release style writing, blog style writing, and interview style writing.
- Must be able to plan and conduct interviews with a variety of alumni, students, faculty, and staff across campus.
- Must have an excellent attitude, be friendly and welcoming to all guests, and good communication skills.
- Must be prompt with email, text, and other communication messages.
- Must be willing to learn Customer Relationship Management software.

**Minimum Education & Experience Requirements:** Bachelor's degree required. Must be enrolled in a graduate level degree program at TMU. Basic experience in general computer, various social media platforms, and general office administrative functions.

**Application Submission Process:**

Please submit completed TMU staff application, resume, cover letter, and list of three references to:

**Andee McCall**  
**Director of Event & Advancement Services**  
**Truett McConnell University**  
[amccall@truett.edu](mailto:amccall@truett.edu)

Deadline to submit resumes: Accepting applications until position is filled.

Truett McConnell University does not illegally discriminate against any individual for reasons of race, color, national origin, age, disability, or veteran status; however, the University may discriminate on religious grounds in its employment practices in order to fulfill its mission. It is the policy preference of Truett McConnell University to hire employees who are Christians, active in their churches and supportive of the goals of the University. Preferences in hiring exist for persons of the Southern Baptist faith. The University is also committed to building a more ethnic and racially diverse faculty.