

**Prospect Development Graduate Assistant
Missouri State University Foundation**

The MSU Foundation is accepting Graduate Assistant applications for **Summer 2025 and through Academic Year 2025-2026**.

The Prospect Development Graduate Assistant will work in the Missouri State University Foundation office of development, located at the Meyer Alumni Center in downtown Springfield.

Responsibilities:

- Data entry using CRM database, ensuring accurate and up-to-date constituent information
- Reviewing news articles, press releases, published interviews/biographies, and other communications materials for information about MSU alumni, friends, and donors
 - Ensuring collected research information is entered into the CRM and disseminated to relevant staff in a timely manner
- Conducting proactive research for media updates regarding MSU alumni, friends, and donors
- Using internal data and web research to gather information, verify, and produce brief written profiles of individuals, corporate and foundation entities, and event attendees
- Organizing data using Excel spreadsheets and other tools
- Working on special projects and performing other duties as assigned
- Working at Foundation events as assigned, including events during Homecoming weekend

Work Requirements:

- Meet all eligibility requirements as stated by the Graduate College for a Graduate Assistantship (<https://graduate.missouristate.edu/currentstudents/Assistantships.htm>)
- Preference given to applicants available to start work **Summer 2025 (start date May 27th, 2025)**
- Work 20 hours weekly during our operating hours (Monday-Friday 8am-5pm); occasional participation in evening and/or weekend activities
- Be punctual and reliable in attendance
- Represent the Foundation in a professional manner, including by following development department dress code
- Working knowledge of essential office software products (Microsoft Word, Teams, Outlook, and Excel)

Preference will be given to:

- Students with two years remaining in their degree program
- Candidates with previous experience with data entry, day-to-day office processes, and online research

What makes a good Prospect Development Graduate Assistant:

- Excellent written and verbal communications skills
- Excellent critical thinking and problem-solving skills
- Excellent attention to detail

Supervision:

Reports to Executive Director of Prospect Development, Development Office and Assistant Director of Prospect Development

To apply: Please submit your **1) application 2) cover letter** and **3) resume** by completing this [dynamic Form](#)

First date of consideration is Tuesday, January 21st, 2025.