



GRADUATE STUDENT COORDINATOR

SMC DEVELOPMENT

Position Title: Athletic Development Graduate Student Coordinator

Status: Student, Part-Time, Non-exempt (approximately 15-20 per week)

Location: Saint Mary's College of California

Reports To: Associate Athletics Director of Development

Compensation: Students will be given a \$2,500 scholarship each Fall/Spring semester they hold the position while full-time in addition to being paid \$15.50/hour.

Position Description

- The Saint Mary's College Advancement Office is looking for an individual to assist with the operations of the Athletic Development office. The Athletic Development Office organizes events year-round for SMC Athletics alumni, students, friends and supporters of the College with a mission that is threefold: to inspire loyalty, connection and philanthropic support.
- Assist with 7 annual fundraisers for the Athletic Department
- Collaborate with staff on men's basketball WCC Tournament logistics
- Assist with Annual Giving initiatives such as Giving Tuesday and 1Day1SMC
- Assist with year-round donor cultivation

Required Qualifications

- Must be admitted and enrolled in the Graduate Kinesiology program with a minimum of 5 units during the Fall 2023/Spring 2024 semester in order to maintain eligibility.
- Must be personable, professional, and comfortable in crowds.
- Willing to assist with data entry, multi-tasking, and providing preparation and on-site event support.

Please email your resume and cover letter to cas38@stmarys-ca.edu by March 31st for consideration.