



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Staff Vacancy

Position: Loyalty Fund Gift Processor

EEO: UA 8-14

Responsibilities:

The University of Louisiana at Lafayette invites nominations and applications for the position of Loyalty Fund Gift Processor. Reporting to the Director of Advancement Services, but maintains close working relationships with other Advancement Services and Alumni Association staff, the Loyalty Fund Gift Processor will:

- Coordinate the processing of all memberships to the Alumni Association which includes: daily receiving of gifts in the form of cash, checks and credit cards; analyze each gift and documentation to determine the proper way to code and process; prepare batches for data entry and prepare deposits.
- Process all gifts, matching gifts, pledges, pledge payments, payroll deductions, electronic fund transfers and restricted funds.
- Coordinate and process all company matching gifts.
- Coordinate and prepare for mailing, gift receipts, benefit packets for membership, and renewal notices.
- Research data, such as addresses, marriages, deaths, etc. that are necessary for ongoing alumni relations.
- Perform related duties as assigned.

Qualifications:

Minimum qualification is a Bachelor's Degree from a regionally accredited institution. Preferred qualification is at least three years in a related field. The successful applicant must be highly organized, self-motivated and must be able to work with and handle the computer and information needs of a diverse group of professionals.

Administrative Unit:

Advancement Services is a department within University Advancement which manages the alumni and donor database. It provides vital information to various departments within the university through distribution of lists, labels and reports. It produces statistical, demographic and financial reports. Advancement Services consists of a Director, Advancement Systems Administrator, Information Technology Office Specialist, Application Support Specialist, Advancement Research Officer and a Facility Manager and Special Events Coordinator.

Environment:

The University of Louisiana at Lafayette is a Research University with High Research Activity public institution with an enrollment of approximately 18,000 students with a full-time faculty of about 600. UL Lafayette consists of 9 degree-granting units-The College of the Arts, B.I. Moody III College of Business Administration, Education, Engineering, University College, Graduate School, Liberal Arts, Nursing and Allied Health Professions, and the Ray P. Authement College of Sciences. The University of Louisiana at Lafayette is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Further information about the University is available on the University's web page at louisiana.edu.

Located midway between New Orleans and Houston, Lafayette is the heart of Louisiana's Acadian-Creole region. The city of over 124,000 is part of the Lafayette-Acadiana area with a total population of 700,000. It is one of Louisiana's fastest-growing metropolitan areas and is the hub of numerous music and cultural festivals and celebrations. Lafayette serves as the base of Louisiana's off-shore oil industry, as well as the financial, retail, and medical center for south-central Louisiana.

Salary: Dependent on qualifications and experience.

Starting Date: Immediate

Applications: Candidate review will begin immediately and applications will be accepted until position is filled. Applicants should send a cover letter, resume and the names and contact information of three references to:

Ms. Loretta Singleton
Director of Advancement Services
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