

WORKING TITLE: Membership Student
POSITION TYPE: Membership Support
DEPARTMENT: KMOS-TV
LOCATION: Wood Building, Suite 11, University of Central Missouri
HOURS & PAY: Max 20 Hours Per Week. Starting Pay \$12.00 Per Hour.

About KMOS-TV

KMOS-TV is the central Missouri provider of Public television. KMOS is based in the heart of the UCM campus in Wood 11. KMOS-TV content includes Emmy® award winning educational, engaging and entertaining programming for children and adults.

Position Summary

The Membership Student will be located in the KMOS-TV suite of offices reporting to the Assistant Director of Strategic Partnerships. On a daily basis, the Membership Student will work closely with the Membership Team to input and process confidential data into the station's databases. The person applying for this position must have excellent attention to detail, capacity to work with data and data inputting, be able to cope with deadlines and have good communication skills. The successful candidate must be reliable, punctual and with a confidential and professional manner at all times.

Duties Include:-

- General administrative duties such as photocopying, writing letters, emails and talking to members of the public on the telephone or in person.
- Coordinating mail and packages for regular distribution and updating stock-take of premiums when required.
- Checking donor data and information in the Allegiance and Raiser's Edge databases.
- Checking donor data in the Passport database.
- Process data in respect of Thank You letters, the Contact Guide and any other correspondence.
- Undertake telephone calls to Members in regard to premiums and any other Membership information.
- Assist visitors to KMOS-TV's main office and resolve enquiries in a professional and courteous manner.
- Undertake any other general administrative duties, as assigned by the Membership Team.
- Undertake any other duties assigned by the Assistant Director of Strategic Partnerships.