

The University of Texas at San Antonio

Job Description

Job Title: Gift Services Specialist I
Code: 19107
Salary Grade: 54
FLSA Status: Non-Exempt
Department/Division: Endowment Compliance and Gift Services/University Advancement
Reports To: Gift Services Manager

Summary

- Function: To provide skills in the acknowledgement and receipt gifts to the University.
- Scope: Responsible for data entry and verification into the donor database.

Duties

- Typical:
 1. Enters and verifies of gifts and pledges into the database; ensures documentation package is complete and accurate.
 2. Assigns account numbers, campaign and appeal codes, solicitor codes and other required information to gifts.
 3. Delivers gift deposits to Fiscal Services.
 4. Creates electronic files for gifts, pledges, agreements and other development documentation.
 5. Creates and updates constituent records.
 6. Organizes and maintains the filing system.
 7. Performs other duties as assigned.
- Periodic:
 1. Assists members of the Advancement Services team with special projects or assignments.

Education

Required	Preferred
High School Diploma or GED.	Bachelor's degree from an accredited institution.

Other Requirements

Required	Preferred
Ability to maintain a high level of productivity and quality in a fast-paced, deadline-driven, team environment.	N/A
Strong interpersonal and problem-solving skills.	
Ability to maintain confidentiality.	
Demonstrated superior customer service skills.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Four years of data entry, administrative support and/or bookkeeping experience.	Similar development, gift processing, or financial experience.
	Similar experience in higher education.

Equipment

Required	Preferred
Personal computer, Microsoft Office, database software and standard office equipment.	Experience with The Raiser’s Edge database.

Working Conditions

Usual	Special
Normal office conditions.	Occasional evening and weekend hours.

Supervision

Received	Given
Determines own work sequences within the limits of established policies, procedures, and practices. Specific direction provided on new tasks	Indirect supervision of staff and/or direct supervision of student workers.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.