

---

## **SECTION 1 IDENTIFYING INFORMATION**

---

Position Title:  
**Student Data Assistant**

Supervisor's Title:  
**Database Officer**

---

## **SECTION 2 POSITION SUMMARY**

---

Under the general direction of the Database Officer, and working with the Development team, the Student Data Assistant will assist with data entry of donor and gift information in the Raiser's Edge and Luminate Online databases and assist as needed with Walk for Alzheimer's 2025 participant assistance for registration and troubleshooting.

---

## **SECTION 3 DUTIES AND RESPONSIBILITIES**

---

### **Donor Data Entry**

- Look up constituent ID's in the Luminate Online and Raiser's Edge databases.
  - Create csv files and use Excel to create and upload donation imports.
  - Other administrative clean-up projects in the Raiser's Edge database.
  - Process online donations.
  - Balance donation batches and identify potential inaccuracies.
  - Assist Walk participants over the phone and email to register for the walk and other Walk-related issues related to the database.
- 

## **SECTION 4 POSITION REQUIREMENTS**

---

### **FORMAL EDUCATION**

- Must be a current post-secondary student

### **WORKING LEVEL QUALIFICATIONS**

- This position involves a lot of repetitive entry tasks while maintaining close attention to detail.
- Logical thinking skills are essential to be successful in this role.
- Able to take on and learn new tasks quickly and comfortable asking questions when needed.

### **OTHER INFORMATION**

- This is a post-secondary student role starting in April and ending in late August. Start and end dates have some flexibility.
- Ability to work from the downtown Winnipeg office Monday-Friday with typical hours between 8:30-4:30 with 20-35 hours per week.
- \$18 per hour + some benefits

Please apply directly with a cover letter and resume to Tiffany Harder, Database Officer, at [tharder@alzheimers.mb.ca](mailto:tharder@alzheimers.mb.ca). Please include your availability.