

CALIFORNIA STATE UNIVERSITY SAN MARCOS

VACANCY ANNOUNCEMENT

ABOUT CALIFORNIA STATE UNIVERSITY SAN MARCOS

Since our founding in 1989, we have cultivated a culture of inclusion with an unwavering passion and dedication to our inspiring students. Diversity is central to our mission, helping us remain innovative, creative, and entrepreneurial. Every job matters at CSUSM. Our unwavering commitment to a “people first” philosophy supports a culture in which every employee is a leader, empowered to decide, change and shape our future—and you will too.

When it comes to treating our employees right, our priorities include providing an outstanding benefits package. After all, once you become a Cougar, we want to ensure that you stick around. Benefits include health, dental, and vision insurance, various retirement packages, generous paid time off, tuition fee waiver, on-campus child development center, and discounts from thousands of name-brand merchants through our Perks at Work program.

POSITION OVERVIEW

Gift Processor and Reporting Coordinator, University Advancement

Reporting to the AVP Resources, Planning and Advancement Services, the Gift Processing and Reporting Coordinator (Coordinator) is responsible for timely and accurate processing, accounting, reporting and receipting of pledges and gifts received at CSUSM. The Coordinator is also a resource for University staff, faculty and the general public regarding the policies and procedures for the acceptance of gifts and pledges according to the Council for Advancement Support for Education (CASE), CSU and University gift acceptance policies and procedures.

MINIMUM QUALIFICATIONS

- Four years progressively responsible administrative support experience, or an equivalent combination of education and experience.
- Minimum of 2 years demonstrated experience working with Raiser’s Edge or similar database.
- Familiarity with gift processing standards and processes.
- Valid California Driver’s License, Class C

SALARY AND POSITION STATUS

Full-time, Probationary position.

CSU Classification Salary Range: \$3,115 - \$5,639 per month

Anticipated Hiring Salary Range: \$3,500 - \$3,900 per month