

Name: Eleanor A. Jessup

Job Title: Data Processor/Administrative Assistant

Department: Development Office

Position Type: Part time (25 hours per week)

Purpose: To support the efficient operation of the department and its relation to the goals of the University

Primary responsibilities and duties:

- **Daily donation processing and data management for check, cash, and wire transfer donations;** entering property donations, adjustments; editing, closing, and reporting batches for check and cash donations; updating donor contact information; making bank deposits
- **Processing and data management for credit card donations,** editing, closing, and reporting batches for credit card and online donations
- **Processing and emailing/ mailing tax receipts.** Following up and resending bounced back emails.
- **Weekly processing and submitting of Purchase Orders**
- **Maintaining and updating existing procedural instructions** (online and printed versions), developing new instructions for departmental activities in my area, and helping to train staff on those procedures
- **Support and follow-through for donors and others** who contact the office on various matters; support and backup for the Development Office Directors, Office Manager, and other staff members; ordering flowers for donor birthdays; assisting with donor/trustee events; assisting with Annual Fund and other departmental mailings, maintaining archives of mailings; maintaining and ordering office supplies; telephone reception; running errands
- **Tracking, Overseeing Gift Annuities (Payout /Income)**

Measures of success:

Reaching Annual Fund goals

Qualifications:

- Bachelor of Arts (Psychology), Wayne State University, Detroit, Michigan – 1966
- Secretary, Educational Grants and Scholarships Dept. General Motors, Detroit, MI – 1966 to 1975
- Assistant to the Associate Commissioner for Academic Eligibility and Recruiting Compliance, Big Ten (Intercollegiate) Conference, Schaumburg, IL – 1977 to 1988

(more)

- In Fairfield, Iowa, I held various secretarial positions, including 14 years as Assistant to the President and CEO of Bovard Studio Inc. Stained Glass, and culminating in my present position with MUM's Development Office beginning April 29, 2009

- Became TM Teacher, March 1974 – Vittel, France

- TM Sidhi Course, 1975 – Interlaken, Switzerland

Reporting Relationships

Reporting to Co-Directors Nick and Sandra Rosania