

# LSU Office of Corporate and Foundation Relations (CFR)

## Graduate Assistant Position

Under the supervision of the *Director of Corporate and Foundation Relations*, the Graduate Assistant will be responsible for undertaking duties associated with the following activities in addition to other tasks as assigned:

- Will assist with prospect management and proposal writing and review, which includes: Researching partnership opportunities with corporations; Researching proposal opportunities with private foundations; Communicating with university administration, faculty, and staff on proposal opportunities, and Proofreading proposals for grammatical errors and adherence to policy.
- Assist supervisor with the travel logistics including: creating detailed itineraries, compiling a history of the corporate relationship at LSU via accessible data (i.e. recruiting, research, and philanthropic support), providing details on company's mission and giving interest, communicating logistics to other faculty/staff.
- Manage stewardship and follow-up activities, which may include: drafting and sending thank-you notes, inputting data from meetings/activities/events in database, and tracking proposal deadlines and reporting requirements.
- Assist Full-Time Manager as directed in planning corporate on-campus/off campus visits and events. Activities may include creating an agenda; communicating by email/phone to LSU and corporate individuals; assisting guests with hotel accommodations, transportation/directions, meals, promotional items, meeting locations, and presentation equipment.

### **Educational/Professional Requirements:**

- Bachelor's degree, prior work experience, and strong professional references
- Professional attitude, self motivated, and strong work ethic
- Communicates exceptionally well both verbally and non-verbally, as candidate would interface with LSU's top administration in addition to corporate executives
- Strong attention to detail and ability to multi-task in a fast-paced environment, as Director is out of the office frequently and will need a GA who can manage themselves and pick up things quickly.
- Candidate must want to work in a job that is very demanding. May be required to work irregular hours for evening events.
- Customer Service focused. CFR is a non-traditional office on campus since we are responsive to the needs of corporations, which typically demands top quality service.

**For more information, please visit our website at <http://www.cfr.lsu.edu/>**