

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Gift Services Specialist II  
Code: 19106  
Salary Grade: 55  
FLSA Status: Non-Exempt  
Department/Division: Endowment Compliance and Gift Services/University Advancement  
Reports To: Gift Services Manager

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## *Summary*

- Function: To provide advanced 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.
  2. Verifies gift deposits are recorded in the university financial system.
  3. Coordinates and produces acknowledgement letters, tribute letters, and gift-related correspondence.
  4. Submits endowment items to UT System.
  5. Assigns account numbers and requests new gift accounts.
  6. Coordinates with Fiscal Services and the Accounting Office to resolved questions or problems with gifts.
  7. Assists Development Officers and internal offices with gift-related inquiries.
  8. Performs the duties of the Gift Services Specialist I
  9. Performs other duties as assigned.
- Periodic:
  1. Assists members of the Advancement Services team with special projects or assignments.

## *Education*

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

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
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*

<b>Required</b>	<b>Preferred</b>
Six years of data entry, administrative support and/or bookkeeping experience including a minimum of one year administrative or data entry experience in development or advancement services.	Similar experience with donor databases.
	Similar experience in higher education.

### *Equipment*

<b>Required</b>	<b>Preferred</b>
Personal computer, Microsoft Office, database software and standard office equipment.	Experience with The Raiser's Edge database.

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Normal office conditions.	Occasional evening and weekend hours.

### *Supervision*

<b>Received</b>	<b>Given</b>
Determines own work methods and solves problems utilizing specialized knowledge and experience. 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.