



Youngstown State University is a state-assisted, urban institution of higher education which primarily, but not exclusively, serves the students of northeastern Ohio and western Pennsylvania.

The University has an enrollment of approximately 12,500 (head-count) in a wide variety of programs ranging from 2-year associate degrees to the Doctor of Education degree.

Schools and colleges of the University are the College of Arts and Sciences, the College of Business Administration, the College of Education, the College of Engineering and Technology, the College of Fine and Performing Arts, the College of Health and Human Services, and the School of Graduate Studies and Research.

The campus, located north of downtown Youngstown, is compact and carefully designed, with most of the major structures being new or recently renovated. The Physical Plant is valued at approximately \$320 million.

The city of Youngstown is located between Cleveland and Pittsburgh. The Youngstown-Warren area has a population in excess of 500,000 and offers the usual amenities of urban living but few of the problems of the big city. All types of housing are available within a 30-minute drive of the campus, and housing costs in the Youngstown area are significantly lower than in most metropolitan areas.

PART-TIME PROFESSIONAL/ADMINISTRATIVE STAFF POSITION ANNOUNCEMENT

YOUNGSTOWN STATE UNIVERSITY invites applications for the Professional/Administrative position described below:

TITLE: Prospect Research Coordinator

DEPARTMENT: University Development

PAY GRADE: C1 (.50 FTE)

SALARY RANGE: \$15,074/year

MINIMUM QUALIFICATIONS: Bachelor's degree with 2 years experience in prospect research and/or development for non-profit organizations. Preferred candidate would have strong computer skills including experience with relational databases, report writers, and Internet research processes. In the absence of specific prospect research or development experience, candidate should have strong knowledge of research techniques, good analytical skills, and/or familiarity with resources designed to estimate wealth. Areas of experience which may be relative to this position include finance, i.e. securities analyst or investment broker, and library science. Part time status demands a high degree of self motivation, management of multiple tasks, and quick turn-around time to meet critical deadlines. Understanding of electronic screening services a plus.

SUMMARY OF POSITION DESCRIPTION: Identifies prospects for annual giving, major gifts, and special projects as well as prospects ready for cultivation to the next giving level. Prospects include individuals, corporations, organizations, and foundations. Implements, utilizes, and maintains a prospect management system. Works with member of the development team in establishing a "moves management" sequence for prospects. Conducts research utilizing online tools.

DATE AVAILABLE: Immediate

CLOSING DATE FOR APPLICATIONS: Review of applications will begin November 1, 2006, and will continue until position is filled.

Applicants should send (1) letter of interest, (2) current resume, (3) copy of transcript documenting academic qualifications for this position, and (4) names, addresses, and telephone numbers of three references to:*

Ms. Catherine Cala
Associate Director, University Development
Youngstown State University
One University Plaza
Youngstown OH 44555-0001

***NOTE:** Youngstown State University recognizes only credits and degrees awarded by regionally accredited post-secondary institutions in the United States or by equivalent foreign institutions; accredited institutions can be found at <http://www.chea.org>. As a term and condition of appointment, an official transcript must be received by Human Resources prior to a contract being issued. The selected candidate will also be required to sign a release for an employment background check and credential verification.

**YSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO INCREASING THE DIVERSITY
OF ITS FACULTY, STAFF AND STUDENTS.**

Information regarding campus safety at YSU, mandated by the Cleary Act, is available at the following YSU web site: <http://www.ysu.edu/righttk.pdf> or you may request a copy of "Your Right to Know" from the Office of Human Resources, 3rd Floor, Jones Hall, 330-941-3122.