

Responsibilities and Primary Activities:

- Assist with event planning and coordination for alumni events.
- Conducting research on alumni to gather updated contact information or career updates.
- Assisting with the creation and distribution of alumni newsletters or communications.
- Providing administrative support such as managing databases, filing, and organizing documents.
- Helping to maintain and update alumni social media platforms.
- Assisting with alumni outreach efforts, including phone calls, emails, and mailings.
- Participating in alumni engagement initiatives, such as alumni panels or networking events.
- Collaborating with other departments or student organizations to plan joint events or initiatives.
- Providing support during alumni reunions or homecoming events.
- Assisting with data analysis and reporting on alumni engagement metrics.

Please note that specific job tasks may vary depending on the organization and the needs of the alumni relations department.

Minimum Qualifications:

- Good customer service skills
- Flexible and adaptable to changing work environments.
- Excellent communication and interpersonal skills.
- Must be able to lift objects at up to 25 lbs.
- Attention to detail.
- Positive attitude.