

FWS - Alumni Relations

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.

Minimum Qualifications:

- Must be a FWS student
- 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.