**Department:** Office of Alumni Engagement  

**G.A. Position:** Alumni Engagement Graduate Assistant  

**Supervisor:** Kelly Bailey  

**Job Description:** This Graduate Assistant position will support the staff in the Office of Alumni Engagement with the planning and implementation of key alumni events and programs.

**Job Functions/Responsibilities**

- Assist in planning and preparatory activities for key alumni events including to Homecoming and Reunion Weekend, regional alumni events and the SRU Alumni and Friends Golf Outing.
- Work with the Young Alumni Engagement Committee and related activities, including Backpacks to Briefcases and other programs that engage both students and alumni.
- Coordinate Social Media.
- Provide assistance in the Office of Alumni Engagement as requested (this may include simple tasks as answering the phone).
- May be asked to represent the Alumni Office at events, both on campus and off campus.

**Desired Qualifications**

- Initiative to work effectively and creatively.
- Strong written, oral and interpersonal communication skills.
- Organizational and time management skills.
- Proficiency with the computer, including knowledge of Word, Excel, Power Point. Other helpful skills include experience with desktop publishing programs and with web publishing programs.
- Proficiency with Social Media.
- Dependability.
- Friendly, outgoing personality.

**Graduate Student Outcomes**

- Program planning and implementation.
- Event management skills.

**Supervisor’s Expectations**

- Work 17.5 hours per week.
- Execute required tasks on a timely basis and produce high-quality work.
• Think creatively and work independently

| Supervisor's address: | Russel Wright Alumni House and Conference Center 1 Morrow Way  
Slippery Rock, PA 16057  
United States |
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<tr>
<td>Phone Number:</td>
<td>(724) 738–4223</td>
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<td>Email:</td>
<td><a href="mailto:Kelly.Bailey@sru.edu">Kelly.Bailey@sru.edu</a></td>
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