

STUDENT LABOR POSITION DESCRIPTION

Alumni Relations

Most Recently Updated 7/01/06

Position Title: **Events Planning Assistant** (10 hours)

- I. Grade Level: 1-4
- II. Description:
 - a. The following are the essential duties for an Events Planning Assistant in Alumni Relations:
 1. PowerPoint presentations for events
 2. Taking pictures on campus and gathering pictures from other sources (on line, other departments, etc.)
 3. Assisting with event preparations
 4. Soliciting various businesses for prize contributions
 5. Chapter filing
 6. Chapter data inputting
 7. Special Projects
 - b. The following are possible additional duties for this position:
 1. General typing
 2. Mail runs
 3. Errands
 4. Envelope stuffing for bulk mailings
 5. Oversea Mailing of College Magazine
 6. Answering phones
 7. Greeting alumni and guests
 8. Data base look ups
 9. Work as team to clean office
 10. Work at events
- III. Learning Opportunities:
 - A. General office procedures
 - B. Timelines
 - C. Teamwork
 - D. Leadership skills
 - E. Learning a data base system
 - F. Contacts with other alumni
 - G. Experience with office software

IV. Basic Qualifications:

- A. General: Leadership skills, demonstrate willingness to represent varied factions of the Berea College community
- B. Skill: Organizational and interpersonal skills; Powerpoint
- C. Physical: No set requirements
- D. Academic: Above average academic skills

V. Desirable Qualifications:

- A. Organizational skills
- B. Initiative
- C. Ability to work well with the public
- D. Willingness to learn
- E. Teamwork

VI. Narrative Summary:

Assist with the planning and coordinating of special events and chapter program. Market and publicize events. Performing other office duties as required.