

STUDENT LABOR POSITION DESCRIPTION

Alumni Relations

Most Recently Updated 7/01/06

Position Title: **Website and E-Newsletter Coordinator**

- I. Grade Level: 2-5 (0-5 hours)
- II. Description:
 - a. The following are the essential duties for a Website and E-Newsletter Coordinator in Alumni Relations:
 1. Create and publish a monthly e-newsletter and monthly electronic appeals to alumni using HTML, Dreamweaver, Front page, etc. This includes writing content, editing images and graphics, and designing publication.
 2. Programming the Teaser Page using Adobe Photoshop to properly size pictures
 3. Programming the main website
 - b. The following are possible additional duties for this position:
 1. Other publications as assigned
 2. Other writing assignments
 3. Proofreading
- III. Learning Opportunities:
 - A. Organizational skills
 - B. Publication experience
 - C. Working with timelines
- IV. Basic Qualifications:
 - A. General: Willingness to learn and excellent communication skills
 - B. Skill: Ability to proficiently maintain Web pages; photo editing experiences; basic layout and design proficiency; ability to gather and coordinate detailed information; ability to work alone
 - C. Physical: No set requirements
 - D. Academic: Above average academic skills
- V. Desirable Qualifications:
 - A. Organizational skills and attention to detail
 - B. Ability to meet deadlines
- VI. Narrative Summary:

Prepares monthly e-newsletters, quarterly electronic appeals to alumni and maintenance of web site.

STUDENT LABOR POSITION DESCRIPTION

Alumni Relations

Most Recently Updated 7/01/06

Position Title: **Student Office Manager** (10 -15 hours)

- I. Grade Level: 3-5
- II. Description:
 - a. The following are the essential duties for a Student Office Manager in Alumni Relations:
 1. Work closely with the Administrative Assistant with numerous clerical and office duties
 2. Supervise at least one student
 3. Oversee cleaning of the office
 4. Financial Forecasting
 5. Work with our data base – Banner – on various projects
 6. Event registrations
 7. Finding inaugural representatives from alumni
 8. Handling alumni requests via e-mail, mail, and in person
 9. Office supply inventory check-list
 - b. The following are possible additional duties for this position:
 1. General typing
 2. Mail runs
 3. Errands
 4. Special Projects
 5. Envelope stuffing for bulk mailings
 6. Oversea Mailing of College Magazine
 7. Answering phones
 8. Greeting alumni and guests
 9. Data base look ups
 10. Work as team to clean office
 11. Work at events
- III. Learning Opportunities:
 - A. General office procedures
 - B. Timelines
 - C. Teamwork
 - D. Supervisory experience
 - E. Learning a data base system
 - F. Contacts with other alumni
 - G. Experience with office software

