

Alumni Programs Graduate Assistant

Begins: Spring 2024 and is a year-round position. Preference given to candidates who are available until May 2025.

Primary Purpose:

This GA position is responsible for, but not limited to, Alumni Programs event management and support. This year-round assistantship also supports communication/marketing efforts for events, volunteer outreach and programs.

Supervisor: Dual report to the Assistant Director of Chapter and Corporate Engagement and Assistant Director of College and Constituency Engagement.

Description of Work:

1. Support new programming at the direction of College and Constituency and Chapter and Corporate Assistant Directors
2. Serve as event coordinator for assigned Alumni Chapter, Corporate, Constituency and College events. This position will also assist with virtual events and engagement programming as assigned.
 - a. Conduct research and make phone calls to determine venue specifications/menus and availability (adequate room size, cost, parking, AV equipment, etc.)
 - b. Assist with alumni event preparation and coordinate supplies needed
 - c. Perform analysis of event attendance and coordinate with Advancement services for database management
3. Prepare print, email and social media campaigns for Alumni Programs
4. Serve as a Homecoming Committee member and support activities over Homecoming Weekend
5. Help identify volunteers to support Alumni Programs (Chapters/Constituencies) through online and database research
6. Ability to articulate volunteer opportunities, purpose, and programming to alumni
7. Support Constituency Alumni Advisory Boards and manage an advisory board and volunteer database
8. Research best practices and propose new programs/services to engage the alumni community.
9. Oversee inventory of event supplies and giveaways
10. Complete other duties as assigned

Required Skills:

- Academic background or work experience in event management, hospitality & restaurant management, public relations or a related field
- Computer skills required: Word and Excel; In Design preferred
- Working knowledge of Social Media platforms
- Able to lift 30-50 pounds
- Must be a team player with a positive attitude and excellent people skills
- Possess good communication and presentation skills
- Must have strong attention to detail and keep updated records
- Be energetic, creative, reliable, flexible and able to work independently
- Punctual and dependable
- Willing to attend special events outside of office hours, as needed

Additional Requirements:

- Must meet the requirements of employment as stated by Missouri State Graduate College
- Must have a personal vehicle and be willing to run occasional errands, on and off campus
- Must work a minimum of 20 hours per week. Some weekend/evening hours will be required.

To apply:

Submit a [graduate assistantship application](#), cover letter, and a current resume via email to:

Robin Wilson, Administrative Assistant to Alumni Relations

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