TITLE: Program Assistant, Alumni Association

DIVISION: Alumni Relations

REPORTS TO: Specialist, Alumni Association

BASIC FUNCTION:
Provide direct support to programming staff and assist with the creation, coordination, and implementation of a variety of programs, special events and outreach programs aimed at engaging our diverse group of stakeholders. Assist with the development and implementation of marketing for these engagement opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Assist in the planning, coordination and implementation of several of the Alumni Association’s major special events annually. May include, but is not limited to, Homecoming, Big Chill Weekend, the Golf Tournament, Golden Grad Weekend, and 50th Reunion Weekend.

Assist and/or plan, coordinate and implement special outreach and regional programs. May include alumni chapters, athletic outreach, affinity reunions, outreach to the colleges, career services liaison, social networking, legacy, women’s council, alumni of color network, future alumni, young alumni council, the mascot program, brick program, the Student Alumni Association, and membership.

Research, develop, and implement programming (social, cultural, educational) related to generational segments of the diverse alumni population.

Assist with the coordination and/or creation of a marketing plan for all alumni for all major special events and outreach programs; may work individually or with the Publications staff on design and production; maintain online registrations for events.

Serve as primary liaison to public and general alumni population; assist with inquiries regarding special events and programs.

Assist in maintaining and researching revenue generating programs; may include the membership and brick program.

Travel to local and regional alumni outreach and special events; may include alumni chapter events, athletic receptions and games, conferences, other events as necessary.

Speak to alumni in attendance at chapter, athletic, and outreach events as necessary.

Assist in developing long and short-range goals and objectives for the Alumni Relations Office and the Alumni Association.
OTHER DUTIES AND RESPONSIBILITIES:
Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:
Personal computers, printers, word processing, database management, social media platforms, and spreadsheet software experience required.

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:
Bachelor’s degree along with demonstrated event planning experience is required. Qualified candidates must possess excellent interpersonal skills and the ability to multi-task. They must also be able to work under pressure and display professionalism, dependability and flexibility in a fast-paced environment. Proficiency in Microsoft Office is a prerequisite. Evening and weekend hours and travel may be necessary.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

Forward letter of interest, resume, and references to:
URI Alumni Relations
Attn: Karen Sechio
PO Box 1579
Kingston, RI 02881
karensicio@uri.edu

Applications accepted until position is filled.