Alumni Engagement: Assistant

CONTEXT OF THE JOB:
Under the limited supervision of the staff in Alumni Engagement, the assistant performs a full range of responsibilities to support On Campus Programs, including I Heart UD Day, Commencement, Alumni Weekend and other event-related activities. Position is 28 hours per week between the hours of 9:00 a.m. and 5:00 p.m., Monday – Friday with some flexibility in the hours.

MAJOR RESPONSIBILITIES:
Events/Programs
• Assist with the planning, coordination, and execution of On Campus Programs.
• Maintain and update registrations on AIQ and Countermarch platforms.
• Create event boxes and prepare registration lists for all events.
• Inventory supplies and prepare all items for events.
• Coordinate logistics for events including scheduling space, purchasing supplies, and work with vendors.
• Compile data and create PowerPoint presentations and other online materials as needed.
• Complete necessary forms and documents to accurately track expenses.

General Support
• Provide assistance to the Alumni Relations team with regard to copying, shredding, filing, mailings, assembly of information, etc.
• Run Cognos reports on request, provide analysis as needed.
• Performs other related duties as assigned.

EDUCATION, EXPERIENCE AND ABILITIES:
Requires a minimum of an Associate's degree or equivalent course work or work experience. Excellent written, organizational, and oral communication skills required. Must have demonstrated ability and understanding of managing data in Excel, with excellent skills with Word and PowerPoint. Must be comfortable working independently with limited guidance and have the ability to make independent decisions. Must have the ability to handle sensitive material and information confidentially. Must be able to manage stairs and lift up to 25lbs. Maturity, poise, judgment, and professionalism are essential.

To apply, please send your resume, references and a cover letter, to Tracey Bauernschmidt at tbaurens@udel.edu.

This is a part-time, contracted position with no University of Delaware benefits. Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html