



## **POSITION DESCRIPTION**

### **Alumni Associate**

#### **Purpose:**

The Alumni Program Associate provides administrative, planning, and process support for and reports to the Director of Alumni Development in order to achieve the goals of the Alumni Office.

#### **Responsibilities and Duties:**

- Greets all visitors and guests to the Seminary Relations building and Alumni Office
- With the Alumni Director, supports the work of the Black Alumni Association
- Monitors and manages the Alumni office budget and expenditures
- In conjunction with Alumni Director, maintains and updates Union Presbyterian Seminary Alumni presence in social media and alumni webpage on the seminary website
- Prepares alumni updates for “Sharon & Brook” newsletter, for print and on-line
- Drafts promotions of upcoming alumni events for e-blast and sends with approval
- Responds as appropriate and necessary information requests concerning alumni
- In coordination with the Director of Hospitality Ministries, provides support for on- and off-campus events including, but not limited to:
  - APCE Luncheon
  - Alumni Breakfast at AAR/SBL
  - Alumni Luncheon at United Methodist Virginia Annual Conference
  - Alumni Luncheon at the Massanetta Bible Conference
  - Alumni Luncheon at the biennial PCUSA General Assembly
  - Sprunt Lectures
  - NEXT Church social hour and those for other denominational gatherings
- Travels occasionally to provide support on-site for larger Alumni gatherings off campus
- Makes request for financial payments, orders supplies for the alumni/ae& Advancement Director’s office and events
- Other duties as assigned.

#### **Knowledge and Skills**

- Knowledge of the Presbyterian Church (USA), its polity, program, and institutions, is helpful
- Familiarity with Union Presbyterian Seminary preferred
- College degree or associate’s degree from an accredited institution or business school
- 2-5 years office work experience, including event planning preferred
- Strong computer skills (database experience, Microsoft Word, Excel, Publisher is a strong plus, training for use of Blackbaud Raiser’s Edge, Aventri will be expected.)
- Excellent people skills
- Excellent organizational and administrative skills, with attention to detail and accuracy
- Excellent communication skills, both written and verbal
- Ability to work independently on multiple tasks and meet deadlines
- Must work well in a team environment.

#### **Compensation**

- This is a part time position of less than 30 hours per week. It is a non-exempt (hourly) position.