



## **POSITION DESCRIPTION**

### **Alumni Program Associate**

#### **Purpose:**

The alumni program associate provides administrative, planning, and process support to the director of alumni development and the advancement director in order to achieve the goals of the departments.

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

- Greets all visitors and guests to the seminary relations building and alumni office
- With the alumni director, facilitates and recruits leadership for regional alumni chapters and affiliation groups, concentrating on communications, organization, chapter meeting arrangements, and record keeping
- 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 page on the seminary website
- Prepares alumni updates for “*Sharon & Brook*” newsletter, for print and on-line
- Drafts promotions of upcoming alumni events for e-mail and sends with approval
- Responds as appropriate and necessary to 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 Methodist Annual 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 director’s office and events
- Addresses birthday and condolence cards and prepares gift acknowledgement letters for alumni from the alumni director
- Assists alumni director with periodic review and organization of alumni chapter program
- Provides administrative and research support for the alumni director
- 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, etc., Blackbaud Raiser’s Edge experience is a strong plus)
- 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.