



Graduate Assistant JOB POSTING

Position: Alumni Engagement Graduate Assistant

Department: Office of Alumni Relations

Reports to: Kelly Sanzari

Job Description

This Graduate Assistant position will support the staff in the Office of Alumni Relations with the planning and implementation of key alumni events and programs with a focus on young alumni engagement and current students.

Job Functions/Responsibilities

- Assist in planning and preparatory activities for key alumni events including Homecoming and Family Weekend, regional alumni events, senior class leaders events, and events for the Student Alumni Association (SAA)
- Work with the senior class events committee and SAA on programs that engage both students and alumni
- Assist in building and implementing an alumni-student mentorship program and other new initiatives that will build relationships between alumni and current students
- Provide assistance in the Office of Alumni Engagement as requested (this may include simple tasks as answering the phone)
- May be asked to represent the Office of Alumni Relations at events, both on campus and off campus

Desired Qualifications

- Initiative to work effectively and creatively
- Strong written, oral, and interpersonal communication skills
- Organizational and time management skills
- Proficiency with the computer, including knowledge of Word, Excel, Power Point
- Proficiency with social media
- Dependability
- Friendly, outgoing personality

Graduate Student Outcomes

- Program planning and implementation
- Event management skills
- Knowledge of alumni relations and development work

Supervisor's Expectations

- Work 15 hours per week
- Execute required tasks on a timely basis and produce high-quality work
- Think creatively and work independently

Qualifications

- Education/Certification: Bachelor's Degree, accepted and enrolled in Master of Arts in Higher Education, Master of Arts in Counseling, or MBA program.

- Christian Commitment: Eligible candidates must be a thoughtful and articulate Christian and an active member of a Protestant evangelical church. Preference will be given to candidates who support and have an articulate understanding of the Reformed faith. The individual must understand and support the College's "Foundational Concepts of Christian Education" by expressing an evangelical Christian profession of faith and demonstrate the ability to integrate a Christian perspective in their work.
- Applicants must be self-motivated and able to work both independently and in a team setting, possess a strong desire to be involved in the professional development and co-curricular life of the students.
- Must be able to work 15 hours per week Monday-Friday during normal business hours (8:00 – 5:00) unless a suitable arrangement is made between the team lead and the GA. Occasional evenings and weekends may be required to accomplish goals of the work.

Application Process

Interested applicants should send the following items to Kelly Sanzari at kelly.sanzari@genevacollegefoundation.org.

- Resume
- Cover letter
- Statement of faith
- Information for 3 references, please include the following:
 - Name (please include any necessary titles)
 - Phone number
 - Email address
 - Current position (if applicable)
 - Your relationship to the reference