

LC WORK SCHOLAR POSITION DESCRIPTION

Employment Levels

<i>Entry Level</i>	<i>Intermediate Level</i>	<i>Skilled Level</i>
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (circle one)?

Entry Level

Intermediate Level

Skilled Level

Work Scholar job title: Alumni & Events Coordinator

Describe the duties of this position.

Work with the Assistant Director of Development and Alumni Engagement in the planning and implementation of a variety of events including Homecoming, Alumni Awards and Family Weekend.

- Assist with event preparation and support for major events
- Manage RSVP lists
- Assist with event setup/takedown
- Assist with office mailings
- Prepare swag bags and materials for events
- Assist with social media (Instagram, Facebook, etc.)
- Assist in design, layout and content gather for Journey, the Alumni magazine
- Perform other duties as assigned

The position will require some evening/weekend hours as related to events.

List the learning opportunities for this position.

Special event development, ability to network and fundraise in a higher education setting.
Volunteer management, general office conduct.

What qualifications are required for this position?

- Attention to detail and commitment to accuracy
- Ability to work independently and on a team
- Effective time management, task organization and prioritization skills
- Proficient in Microsoft Excel and Word
- Experience with social media
- Ability to collaborate with a variety of internal and external stakeholders

What skills are required for this position?

- Ability to communicate clearly and effectively – verbally and in writing
- Strong organizational skills and attention to detail
- Positive attitude
- Willingness to have fun at work

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