Alumni Relations Graduate Assistant Position
Office of Development & Alumni Relations

The Office of Development & Alumni Relations and the Director of Alumni Relations are looking to hire a Graduate Assistant (GA) to assist with and develop alumni engagement programming, strengthen our student volunteer team and provide office support.

Preferred Qualifications:
- Experience and proficiency with Microsoft Excel. Additional experience with data input and management with a CRM is valued.
- Experience coordinating and marketing events.
- Organized, self-motivated, able to anticipate the needs of the department/event
- Excellent oral and written communication skills
- Proficient in working with and producing content for social media, specifically Instagram.
- Ability to work occasional long days, select evenings, and some weekends. All while staying within the agreed upon hours per week.

Compensation:
All Graduate Assistants at SUNY New Paltz are paid a $2,500 stipend per semester in addition to receiving a waiver for 6 credits of graduate tuition per semester. Graduate Assistants must maintain a 20 hour per week schedule to be eligible for this compensation. For more information about the GA compensation and requirements, review the following E-Brochure.

Job Description:

Duties may include, but are not limited to:
- Oversee the development and execution of the Residence Life Affinity program during Alumni Reunion and act as a liaison with the Office of Residence Life.
- Assist with the overall execution of Alumni Reunion and other Alumni campus events including updates to website, registration and developing email and social media communications.
- Assist with the collection of information from alumni for class notes and alumni stories and other data entry into the Customer Relationship Management system.
- Act as a sounding board and researcher for the Alumni Engagement Coordinator and think through new programming ideas and suggestions for in person and virtual programming.
- Develop social media content in order to inform and connect with current and prospective students as well as alumni and Fac/staff, regarding Alumni Relations history, programs, and events.
- Assist with recruiting student volunteers and develop and maintain engagement with student volunteers throughout the year. Assess the student volunteer program to make recommendations for its improvement.
- Under the supervision of the Alumni Engagement Coordinator, collaborate with and support the general functions of the office of Alumni Relations.

To Apply:
To apply, please submit a letter of interest and resume to Shana Circe, Director of Alumni Relations at circes@newpaltz.edu