POSITION ANNOUNCEMENT
Alumni Relations – Graduate Student Assistant
Andrew Young School, Career Services Office

AYS Career Services is currently recruiting for an Alumni Relations – Graduate Student Assistant (GAA).
POSITION WILL START in Fall 2017

Open to ALL GSU GRADUATE students graduating Dec 2018 or later (sorry, no Dec 2017 or Spring 2018 graduates).

JOB DESCRIPTION:
This position reports to the Director.

- Maintain accurate, up-to-date, alumni contact information and career-related data as it relates to all four disciplines at AYS.
- Support office in fostering relationships with students that will graduate soon as well as current alumni.
- Provide administrative support to AYS Alumni Executive Board.
  - Handle communications and logistics for monthly Board meetings.
  - Brainstorm programming ideas to present to the Board.
  - Support the Board in developing Bylaws, Election Procedures and Board Member role definition.
- Coordinate (with Director and Career Services’ GAAs) alumni-focused, networking events.
- Attend all alumni-focused events and build/foster connections on behalf of the office and school.
- Develop content for the Alumni Journal – monthly e-newsletter distributed to all alumni.
- Locate alums appropriate for interviews highlighted in the Alumni Journal.
  - Write summaries of interviews and collect photos.
- Support Director in responding to departmental requests to identify alums appropriate to serve as panelists or speakers for programs throughout AYS.
- Support locating alumni and managing logistics for formal alumni interviews for web project and other related interviewing projects.
- Review undergraduate resumes and provide basic feedback.
- Develop content for alumni web resources.
- Benchmark alumni relations activities at sister schools.

Required:
- Strong administrative and organizational skills; ability to manage time and projects efficiently and pay close attention to details
- Event planning/coordination experience; must be available in evenings
- Strong communication skills – ability to work with a wide range of people/personalities; comfort interacting with individuals in high level professional roles (from government, nonprofit and private sectors).
- Microsoft Office skills (Office, Outlook – a must; Access – a plus!)
- Ability to demonstrate high level of professionalism (including “business-casual” attire); ability to remain flexible with work flow and respond to additional needs of the Career Services office

Additional, preferred skills:
- Interest in networking and relationship-building activities
- Some experience with Microsoft Publisher, Access, Survey Monkey and Mail Chimp

TO APPLY: Send a cover letter & resume to Colleen Perry, Director of Career Services, cperry25@gsu.edu.
DEADLINE: Applications will not be reviewed until early April. Position will be open until filled.
PLEASE NOTE: GAA Position = Tuition waiver + $monthly stipend (based on experience)
20 hrs./wk. (for at least 1 yr.)