

POSITION ANNOUNCEMENT

JOB TITLE:	ALUMNI AFFAIRS ASSISTANT
TYPE OF VACANCY:	STAFF
REPORTS TO:	DIRECTOR OF ALUMNI AFFAIRS
DEPARTMENT:	ALUMNI AFFAIRS OFFICE
SUMMARY: The connection between student and university exists well after graduation. Managing the relationship between the institution and the graduates is the Alumni Affairs Office. The office communicates with the alumni community through newsletters, events, web pages and other resources. The role of the Alumni Affairs Associate is largely about communication. The role is designed to keep alumni connected to each other and the university, encourage and promote the professional development of alumni on an individual level, and to keep the alumni community aware of the university's developments and needs, including fundraising opportunities and achievements. The Alumni Affairs Associate will also be responsible for bringing current students into the alumni community The successful candidate will be someone with strong organisational skills who is a good communicator both verbally and in writing and who enjoys team work. This is an excellent opportunity for someone who is also creative and who will enjoy working with others to build a new Alumni Affairs Department at University of The Bahamas.	
DUTIES AND RESPONSIBILITIES: The position of Alumni Relations & Development Assistant is required to perform a variety of tasks including but not limited to the following: ➤ Creates content for the alumni magazine/newsletter; ➤ With the Alumni Director, supports the work of the UB Alumni Association and staff meetings as needed; ➤ In conjunction with the Alumni Director, maintains and updates Alumni Affairs presence in social media and alumni webpage; ➤ Prepares Alumni updates for the 'Spotlight' newsletter, for print and on-line; ➤ Drafts promotions of upcoming alumni events for e-blast and sends with approval; ➤ Provides content and carrying out editorial duties for the alumni publication; ➤ Organises class reunions/anniversaries, homecoming, alumni awards banquet etc.; ➤ Arranges Networking and Sponsorship events; ➤ Encourages donations to support bursaries, research and university development; ➤ Promotes the alumni community to current students; ➤ Responsibility for the alumni website and online community;	

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- Arranges for discounts, benefits and services for alumni members;
- Communicates with university departments and local businesses to arrange benefits packages for alumni members;
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Project management experience a plus;
- Ability to present information concisely and effectively, both verbally and in writing;
- Ability to organize work and to manage competing priorities;
- Proven accuracy and attention to detail;
- Proactive work ethic and ability to take initiative towards agreed upon goals;
- Excellent interpersonal skills;
- A team player and overall pleasant disposition;
- Normal candidates will have administrative experience, however, consideration will be given to any entry level candidate who has demonstrated the capacity to excel, is an excellent organizer, has strong communication and interpersonal skills and who demonstrates an excellent attitude and willingness to learn and work effectively in a team setting;
- Candidates must demonstrate an enthusiasm for working collaboratively and the ability to manage multiple priorities and complex projects while maintaining attention to detail;
- Candidates should be able to demonstrate success in soliciting and acquiring annual gifts, preferably in an academic or non-profit setting.

QUALIFICATIONS AND EXPERIENCE:

- A post-secondary degree, Associate's or bachelor's degree in social science, business and marketing preferred.
- Proficiency in Microsoft Word, Excel and PowerPoint, Adobe, etc.;
- Experience in event planning, fundraising educational programming, and/or alumni activities preferred
- Candidates must demonstrate an enthusiasm for working collaboratively and the ability to manage multiple priorities and complex projects while maintaining attention to detail
- Candidates should be able to demonstrate success in soliciting and acquiring annual gifts, preferably in an academic or non-profit setting.

Requested Information: Interested applicants should submit the following electronically to the Human Resources Department via the email address below:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Completed Employment Application Form



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(www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf) **(External Applicants)**

- Current Curriculum Vitae or Résumé;
- Copies of qualifications and certificates;
- At least three (3) written, professional references.

Submit all electronically to:

Email: hrapply@ub.edu.bs

Subject: **Alumni Relations & Development Assistant**

Attention: **Vice President, Human Resources**

SALARY SCALE:	Contractual
DATE PUBLISHED:	January 8, 2020
APPLICATION END DATE:	January 24, 2020
DATE TO BE REMOVED:	January 25, 2020

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Alumni Relations & Development Assistant.