

TITLE: Alumni Program Assistant

PAYBAND: D

LOCATION: Main Campus

HOURS: 24 hrs / week , M-F

DEPARTMENT: College Advancement & External Relations

SALARY: \$18.47- \$21.40

POSTING DATE: September 25, 2009

START DATE: ASAP

CLOSING DATE:

COMPETITION #: PTS09-09 N

JOB SUMMARY

Reporting to the Executive Director, College Advancement & External Relations, the incumbent serves as a key contact for students, alumni, College staff and the general public, and provides planning, implementation and administrative support for Alumni Services in activities such as social media communication, and the Alumni Annual Fund. The incumbent works closely with the Manager and staff in Employment and Career Services in projects such as the Grad Mentorship program.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Strengthens alumni relations inside and outside the College with program development and delivery;
- Promotes the development of alumni relationships with current students by organizing events and activities to support initiatives with faculty teams and student government;
- Participates in developing outreach programs and events to increase awareness;
- Coordinates the Annual Fund and works with the Student Alumni Team to deliver a successful Annual Appeal;
- Participates in developing communication strategies to enhance alumni communications through social media as well as Lasting Connections and E-Letters;
- Updates database to ensure accuracy, working with Employment & Career Services and other College Advancement Staff.
- Maintains the Alumni website;
- Drafts and distributes regular e-newsletters and maintains social media vehicles for alumni.

REQUIRED QUALIFICATIONS:

- A 2 year college diploma in media or business or related area, with a preference for training in Public Relations;
- Excellent administrative skills and a high level of computer proficiency with a variety of word processing, print publishing tools, content and data management programs;
- Demonstrated excellence in providing a high level of customer service in a busy environment;
- Effective oral and written communication skills including the ability to deal with confidential and sensitive matters in a professional, diplomatic manner;
- Analytical skills demonstrating a proactive approach to problem solving;
- Proficiency using and maintaining social media and technologies such as websites, blogs, Facebook and Linked In.;
- Excellent organizational and planning skills to effectively set and achieve priorities, detail orientation, initiative and an ability to work well as part of a team.

TO APPLY: Please send a covering letter and a resume to:

Human Resources Services, Loyalist College, P.O. Box 4200, Belleville, ON, K8N 5B9
Fax: (613) 966-5140 e-mail: humanr@loyalistic.on.ca

Posted in accordance with Article 17.3 of the Support Staff Collective Agreement