Position: Alumni Programs Assistant
FLSA Status: Non-Exempt
Supervisor: Vice President of Alumni Engagement

Job Description: This position provides coordination and support for the Alumni Programs team through a variety of events and programs to engage alumni and friends of the university.

Job Responsibilities:

1. Works closely with the Associate Director of Alumni Programs for all alumni club and Catbacker events including watch parties, maintaining the volunteer contact list and scheduling grid.
2. Coordinates registration for Association events utilizing the Ascend event system.
3. Oversees transactions for program events, including cash deposits and credit card processing. Works with the Foundation on tax receipting following events.
4. Assists with the Junior Wildcats Club, a joint program with K-State Athletics.
5. Supports all activities for Homecoming including the Student Homecoming Committee.
6. Provides support for all aspects of Student Alumni Board and Wildcats Forever.
7. Provides support for current student events including Grad Bash events and Student Ambassador selections.
8. Assists with student awards including Anderson, Jurich and Graduate.
9. Other duties as assigned.

Minimum Qualifications: A high school diploma or GED equivalent. Strong verbal and written communication skills. Ability to deal with volunteers and university staff on a daily basis. Experience in Microsoft Word and Excel is required. Initiative and independent judgement in completing tasks is necessary along with strong public relations skills. Prior experience in event reservations is a plus. A minimum of two years' work experience in an area relevant to the position or comparable education is preferred.

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