

Student Job Description

Department: College Relations - Alumni and Parent Engagement

Location: Abbe Hall

Supervisor's Name: Debra Fox

Please indicate hours/shifts available: Mondays - Fridays, 8:30 a.m. - 5:00 p.m.

Rate of Pay: minimum wage

Purpose/Role of the Position(s) and Duties/Responsibilities within the Department:

Reports to the Support Staff within Alumni Relations. Responsible for completing any task required for Alumni events at Union College, such as Homecoming, Family Weekend and ReUnion or events for our clubs nationwide. Individual will have the ability to interact with the department directors to assist them with individual projects.

Qualifications for the Position:

Candidate should have excellent organization skills, proficiency with Microsoft Word and familiarity with Excel. Should be very reliable and diligent with their work.