

**Wagner College
Office of Institutional Advancement**

Position: Alumni Relations/Annual Giving Graduate Assistant
Department: Office of Institutional Advancement
Reports To: Director of Alumni Relations/Campaign Manager

Position Summary

The graduate assistant in Institutional Advancement will report to the Director of Alumni Relations and the Campaign Manager. The position requires 20 hours per week in the Office of Institutional Advancement providing support for all engagement and fundraising events and efforts. Some schedule flexibility will be required for weekend and late night events.

Responsibilities

- Assist with the day-to-day operations of the Alumni Relations and Annual Giving Offices: coordinates reception and phone calls, assists with check requests and vendor payments, coordinate alumni correspondence
- Serve as graduate advisor to the Student Alumni Association working with board members to create and accomplish strategic goals while serving as a role model and mentor
- Explore, identify and develop strategies to promote and increase awareness of the Wagner College Alumni Association and Student Alumni Association among current students
- Input data into the Raiser's Edge database system in accordance with policies and procedures
- Provide support for social media updates and maintenance of various accounts in Institutional Advancement
- Assist with the organization and execution of various Institutional Advancement events. This includes but is not limited to: communication and marketing strategies, coordinating vendors, sending out invitations, taking reservations, event set-up, on-site registration, set-up and breakdown, and event follow-up
- Assist with supervising the College's student staffed phone program effort on select evenings throughout the semester
- Support the coordination of daily stewardship efforts in the Office of Annual Giving
- Key involvement in the Student Alumni Association and the Student Fundraising initiative

Qualifications

- Business/Marketing background preferred
- Must be organized and comfortable working on multiple projects simultaneously
- Strong communication and writing skills

- Comfort and experience using multiple social media platforms
- Proficient in Microsoft Word, Excel, and Powerpoint
- Ability to work under a variety of conditions throughout the year attending Institutional Advancement events, indoors and outdoors

This position description is not all-inclusive, as other tasks or responsibilities may be assigned.

Interested candidates should submit a graduate assistant application to Ria Carnavas by visiting: <http://wagner.edu/academics/graduate/ga/>