

Form Name:	Student Employment Job Description
Submission Time:	June 19, 2023 2:01 pm
Browser:	Chrome 114.0.0.0 / Windows
IP Address:	199.8.89.253
Unique ID:	1113398628
Location:	

Job Title	Student Assistant for Director of Alumni Relations
Department	Office of Advancement
Contact Person	Susie Nafziger
Title	Director of Alumni Relations and Engagement
Email	snafziger@huntington.edu
Phone	(260) 359-4099
Federal Work Study Only	No
Number of Positions	1
Start Date	09/04/2023
End Date	04/19/2024
Hours Per Week (10-15 max)	10
Wage Rate	9.00
Describe the essential functions and duties:	Assisting Director of Alumni Relations with event planning, communication, the newsletter, and various other tasks. May represent HU at some events on campus with community members.
Required Qualifications	Strong communication skills and organization required.
Proficiency	Microsoft Word
Professional Competencies:	Ability to work in a team structure. Ability to make decisions and solve problems. Ability to plan, organize and prioritize work. Ability to verbally communicate with persons inside and outside the organization. Ability to obtain and process information.
Appropriate Dress:	Business casual (khakis)
Student Contact Procedure	Call Stop In Email
Student Contact Phone	(260) 356-4099
Student Contact Email	snafziger@huntington.edu

