CAHSS Advancement and Alumni Engagement Coordinator
Advancement and Alumni Relations Team
College of Arts, Humanities and Social Sciences

Come work with a team of fun and dedicated professionals who are making an impact in one of the largest units on campus!

The Advancement and Alumni Engagement team at the College of Arts, Humanities and Social Sciences is responsible for cultivating support, maintaining relationships and providing external relations for the division. Located in the Dean’s Suite, the advancement and alumni relations team provide a number of opportunities to engage alumni and friends, including hosting events with notable speakers, offering academic forums and maintaining regular communication with alumni.

If you are looking for an on-campus work opportunity that will build your resume, help you build your professional network, a supervisor that wants to support your professional development, gives you real world experience in constituent management, event planning, communications, programming and university administration – then this is the job for you! You will build and hone skills that will be transferrable to a variety of industry areas to build your career path.

Summary of Duties:

- Assist with Alumni Engagement initiatives, including spreadsheet and database upkeep, uploading contact reports, and assisting in alumni communications
- Represent The College at campus events, through email, phone or other communications; disseminate program information and assist with general outreach and engagement efforts
- Assist in the creative process and proposal of new opportunities to engage alumni including event research, writing proposals and participating in the implementation of pilot projects
- Assist with meeting and event coordination and logistics
- Coordinate updates on alumni engagement, as necessary
- Oversee the weekly donor acknowledgement process
- Supporting and assisting in the events for Alumni Weekend, Homecoming, Founders Gala and other Signature University events
- Assisting with the CAHSS Alumni Awards program and CAHSS Board Meetings
- Other duties related to alumni engagement

Skills, Knowledge and Ability:

- Self-starter who takes initiative, highly reliable. Capacity to manage multiple projects effectively and meet deadlines
- Ability to maintain confidentiality of all donor, alumni and faculty information
- Ability to perform a variety of administrative duties related to the operation management and logistical support of Advancement and Alumni Engagement team
- Must have strong organization skills
- Excellent oral and written communication
- Computer proficient, including word processing, spreadsheet and database applications and basic internet research
- Must work well in a team environment
• General knowledge of DU campus and alumni engagement preferred

Hours: 10-15 hours a week – flexible schedule, but must be consistent/dependable
Hourly Rate: $9.50/hr to $13/hr
Time Frame: Academic Year, with potential for summer employment with increased hours
Start: As Soon As Possible

To apply, send your resume and cover letter to Erin Dietrich, Director of Alumni Relations, at erin.dietrich@du.edu. Preference given to upper-level or graduate student who will be returning to DU for 2019/2020 and students with federal work study funding.