



Job Description

Office of Alumni Engagement: 2022-2023 Academic Year

Title: CCSD Graduate Assistant, Engagement and Events

Reports to: Alumni Engagement Officer and/or Communications Coordinator for Alumni Engagement

General Responsibilities and Expectations:

This person will support the Alumni Engagement staff in fulfilling its mission statement by assisting with planning and implementation of events and programs for the department. They will also provide customer service to all constituents as well as assist with various administrative duties throughout the year to better serve the APU constituency of current students and alumni of Azusa Pacific University.

Specific Duties

- Manage the front desk reception, including the general alumni email and phone line
- Assist with major events (e.g. CougarFest, Homecoming, class reunions, Commencement, etc.)
- Assist with marketing and communications for the office
- Assist with APU Connect Affinity Groups initiative; in particular, the CCSD Affinity Group
- Assist with the development of the Alumni Student Ambassador Program
- Assist in designing and implementing tools to measure effectiveness with constituents
- Assist in designing and implementing follow up communication, surveys, and outputs at the conclusion of events, programs and initiatives
- Serve as a liaison between student life and external constituents to effectively coordinate our efforts

The GA will gain experience in the below CCSD competencies

1. Moral, Ethical & Spiritual Compass
2. Effective Campus and Community Relationships
3. Quality Programming
4. Budgeting & Fiscal Management
5. Assessment and Evaluation
6. Technology
7. Managing Conflict and Crisis

Skills Required:

1. Strong interpersonal skills and oral & written communication skills
2. Mastery and experience in Google Suite, Microsoft Office & Adobe Creative Suite
3. Willingness to learn programs and databases used by the university
4. Writing and reporting skills at a professional level
5. Strong organization and management skills
6. Collaborative leadership style and demonstrate initiative, creativity, flexibility and be a team player
7. Commitment to serving the APU constituency in agreement with the purpose & goals of APU