Career & Professional Programs-Student Assistant

Students will be assisting the Office of Alumni Relations and the PSU Alumni Association, by helping plan, promote, execute and evaluate programs. This position also provides assistance with special events and various administrative duties. The schedule requires **10-15** set hours which will correspond to the student’s availability each term and department needs. Some evening and weekend work required, with advance notice.

The Office of Alumni Relations (OAR) is an essential component of University Advancement at Portland State University. OAR provides direct services to the alumni population and collaborates with other programs and departments on campus to connect and engage alumni, students and the community with the university.

Portland State University Alumni Association (PSUAA) is a non-profit 501(c)(3) organization for alumni and former students of Portland State, is governed by a volunteer board of directors. PSUAA was established in 1987 and serves over 150,000 alumni and friends of the university and sponsors events including: PSU Weekend, special lectures, and receptions.

**General Position Duties and Responsibilities**

- Assist in planning promoting, executing and evaluating career and professional development events
- Co-facilitate and attend committee meetings; including training volunteers on components of event planning, delegation of duties, accountability and engagement of volunteers, etc
- Attends weekly team meetings and reports on the status of upcoming events and committee business
- Works to ensure that events adhere to the allocated budget
- Works with Assistant Director and Marketing Coordinator on marketing timelines and promotion
- Greet and register event guests
- Respond to prospective students/current students/alumni inquires/concerns/questions through email quickly and efficiently
- Informing alumni on upcoming events and deadlines
- Assist Office of Alumni Relations staff in short-term and long-term projects
- Register alumni for membership program and print membership cards
- Maintain filing systems
- Perform data entry through the university database and prepare Excel documents
- Perform word processing duties
- Assists the Assistant Director with a variety of projects related to the programming that supports the Portland State Alumni Association and the Office of Alumni Relations.

**Minimum Requirements: Student Program Assistant**

- Must be an enrolled student at Portland State University
- Must be eligible for work study as indicated by the Office of Financial Aid
- Ideal applicants must possess a positive attitude, ability to work well with alumni, staff, faculty, students, visitors, guests and diverse groups. The ideal candidate will have a strong understanding of the energy and the flexibility needed when programming events etc.
• In addition, applicant must pay attention to detail, be willing to take initiative, be courteous, collaborative in working with vendors and departmental staff, possess good problem solving skills, excellent customer service skills and be punctual.
• Student works will be expected to maintain a professional attitude and treat materials and information they encounter with the utmost discretion and to greet all visitors and guests with the highest level of customer service.
• Knowledge of computer and MS Word, Excel software, social media, Google documents
• Able to work independently and as a team member
• As a representative of the University and the Alumni Association, business casual dress is appropriate attire

Educational Benefits:

• To gain experience planning events
• To obtain hands-on knowledge in an office setting
• To become familiar with administrative and financial activities of a campus department
• Opportunity to work with students, faculty, and staff in an academic environment
• Opportunity to gain experience working with alumni groups

Rate of Pay: $10.00 per hour (10-15 hours per week)
Office of Alumni Relations

Student Application

Thank you for interest in the working for the Office of Alumni Relations home of the Portland State Alumni Association. Established in 1987, the PSUAA serves over 130,000 alumni and friends of the university and sponsors life-long learning activities including: PSU Weekend, special lectures, receptions, and other events.

Located in the historic Simon Benson House on Portland State's park blocks, the PSU Alumni Association is a home for all students: past, present, and future. Our goal is to serve and support our students and alumni through services and programs that address their professional, educational, and social needs.

Name: 

Position: 

Please include the following:

- Resume
- Cover Letter
- Class Schedule
- Availability

Please Email your application to Charles Hall at charhall@pdx.edu or drop off at the Simon Benson house located at:

1803 SW Park Ave.
Portland, OR 97201

Deadline: Friday, October 18th, 2013
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