



Alumni Programs Assistant

Job Description: The Programs Assistant aids with the coordination of alumni programs including awards and annual alumni events and student programs. The position provides support for the Associate Director of Alumni Awards and Engagement and the Associate Director of Engagement and Belonging.

Key Responsibilities:

- Assists with all activities for the annual events in Houston and Denver.
- Assists with the Alumni and Faculty awards and coordination of the annual Alumni Awards Evening.
- Assists with the coordination of student awards, including the Robinson Family Awards, the International Awards and Ad Astra awards.
- Assists with the international and multicultural student events including the international block party and graduation celebrations.
- Assists with the Council for Alumni Belonging including reunions.
- Assists with recruitment programs including Grandparents University and For Sophomores Only.
- Maintains and distributes master events calendar and tracks event participation and engagement for the Association.
- Works with the Business Manager and Accounting Specialist to process transactions for program events, including cash deposits, credit card receipts, and tax receipts for donor contributions.

Requirements:

- High school diploma.
- Experience in Microsoft Office Suite.
- Limited out-of-state travel will be necessary for special events.

Preferred Qualifications:

- Self-starter with strong writing, speaking and interpersonal skills.
- Strong organizational skills, ability to handle multiple tasks, attention to detail, and ability to meet deadlines.
- Ability to work independently and drive projects to completion.
- Work experience in event coordination, working with volunteers, or other areas relevant to the position.

**Salary and Benefits:**

Competitive Salary with benefits including paid health, dental, company paid life insurance. 403(b) retirement plan with company match. Paid leave including holidays, vacation, sick, personal, and volunteer leave. 8 weeks paid parental leave. Paid professional development and EAP (Employee Assistance Program).

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Regular attendance is required in this job. The K-State Alumni Association is an Equal Opportunity Employer.