

**Alverno College  
Student Employee Job Description**

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**Position Title:** Student Office Assistant

**Department:** Advancement

**Reports To:** Development Coordinator

**Primary Function:** As an integral part of the Alumnae Engagement and Advancement Office, works to ensure daily administrative tasks that are essential to department success are completed.

**Principal Responsibilities**

1. Support the planning and execution of special alumnae events including set up/clean up, staffing check-in tables, etc.
2. Research to keep alumnae information up to date, process daily obituary reviews and keep the greater college community informed.
3. Assist with mailings and other marketing materials. Communicate with campus partners and be a representative for the department.
4. Aid with the department's effort to digitize the filing system.
5. Comply with safety procedures and maintain clean and orderly work areas through organizing office filing cabinets and other storage areas.
6. Perform other tasks as necessary to support the mission of the College.

**Qualifications**

1. Must be a currently registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Previous administrative experience is a plus

**Working Conditions**

General office environment

Some weekend and evening hours required

**Notes**

- Pay rate determined by Financial Aid
- Length of employment is based on job availability, funding and employee performance. Start and End Dates of position to be determined.
- Performance evaluations are determined by the department. Please contact the supervisor for more information.