

**Alverno College**  
**Student Employee Job Description**

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**Position Title:** Student Engagement Representative

**Department:** Advancement & Alumnae Relations

**Primary Function:** Connect with alums, family members, friends and students of Alverno College through telefunding efforts, on-campus events, donor visits, print and electronic communication and much more!

**Principal Responsibilities**

1. Attend scheduled trainings, events, engagement activities, and off-campus visits with donors.
2. Develop relationships with supporters of Alverno College, through phone calls, personal visits, tours, and events.
3. Provide updated information to appropriate staff as it is provided, including address, employment, phone, marital status, and other life events.
4. Engage donors via phone, email, and mail, to encourage continued support of Alverno, through fiscal contributions.
5. Assist staff at on-campus events, including set-up and break down, registration, way finding, and speaking engagements as able.
6. Act as a liaison for student philanthropy efforts on campus.
7. Consistently use the Alverno 8 Abilities whenever applicable (communication, analysis, problem solving, valuing, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.
8. Comply with safety procedures and maintain clean and orderly work areas.
9. Perform other tasks as necessary to support the mission of the College.

**Qualifications**

1. Must be a currently registered Alverno student.
2. Must meet Financial Aid Satisfactory Academic Progress requirements.
3. General knowledge of Alverno campus, upcoming events (as informed by supervisor), and general academic info.
4. Passion for Alverno and a desire to connect with others about Alverno, as well as strong communication skills and adaptability.
5. Ability to work independently to meet individual goals, problem solve, and display keen attention to detail