Office of Alumni Affairs Graduate Assistantship

The Auburn Alumni Association serves over 43,000 members (friends and alumni) and provides programming for more than 200,000 alumni and friends world-wide. The graduate assistant will work in the Marketing and Membership department as the graduate advisor for the Student Alumni Association, Auburn's largest student organization. SAA is the student branch of the Auburn Alumni Association and through programs and events, its mission is to bridge the gap between Auburn students and alumni. The SAA Board of Directors is the 25-member governing body of SAA and plans events for the organization. The graduate assistant works closely with the Board of Directors to lead the planning and execution of all events and programs. For more information about SAA, visit www.aualum.org/saa.

Desired Job Qualifications

- Must be enrolled in a graduate program at Auburn University
- Preference to students enrolled in the higher education masters program will be given, but this is not mandatory
- Experience in programming/event planning
- Experience speaking/presenting
- Willingness to work as a team, but take individual, pro-active leadership
- Good demeanor with students and able to motivate them
- Organized and detail-oriented
- Knowledge of Excel and Power Point

Expected Role/Responsibilities for Position

- Serve as graduate advisor to the Student Alumni Association Board of Directors
- Follow the annual operations plan and work with students to accomplish goals on the plan
- Serve as a role model and mentor
- Assist with budget management and preparation
- 20 working hours per week required in the office
- Late night hours are required during the summer for all Camp War Eagle dates
- Attend Tuesday night SAA Board of Directors meetings during the school year
- Attend all SAA events as the staff manager on duty
- Work 3-5 Alumni Hospitality Tent events on home game days (prior to football games)
- Fiscally responsible