

UCI Alumni

Chapters Assistant

Duration: Renewed Quarterly, Desiring a long-term candidate with ability to work summer

Qualifications:

*Undergraduate student able to fulfill required duties of 15-19 hours per week during business hours with potential flexibility to work occasional nights and weekends for events.

*Candidate must have typical administrative assistant skills including Microsoft Office suite, telephone and email etiquette, etc.

*Above all else, candidate should have a strong work ethic, detail orientated, ability to complete tasks in a timely manner, positive attitude and ability to work well within a team or independently based upon the project. Additional skill sets such as graphic design, document design, excel knowledge etc. are not required, but appreciated.

*Flexibility and a desire to "get it done" or "make it happen" with little direction are important in this independent and project based job. A candidate who needs constant attention and oversight is not ideal. One who will see the goal and take the most efficient path to accomplish it will excel.

*Must be able to juggle multiple projects at a time and follow up on them and not lose anything in the mix. Flexibility and an excitement for a varied workday are a must.

Job Description

Liaison Support:

Assist Chapter Liaison with chapter support: This is including, but is not limited to, preparing materials, obtaining guest information and compiling attendance data. Track chapter expenses and work with volunteers and accounting department to create accurate financial records. Assist in addressing constituent questions over email and in-person regarding chapter programs, policies and membership. Other duties as assigned.

Marketing Support:

Work with UCIAA Marketing department to ensure chapters event publicity is scheduled. Track scheduled marketing dates to ensure invitations, photos, surveys and follow up correspondence are delivered as scheduled.

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Event Planning:

Assist in overseeing chapter event needs that may include making parking arrangements, ordering catering, completing university forms for policy compliance, creating name place cards and/or nametags, ordering or setting up meeting room with supplies, arranging room set up, data entry and database record updating.

General Office:

Assist Chapter Liaison with special projects and other assignments such as mailings, data entry, photocopying, scanning, and filing. Perform inventory and order necessary program and event supplies. Assist in proofing and editing marketing pieces for programs and events.

This is a great resume builder and skillset developer for someone looking for a management or events job on or off campus after graduation. Candidate must have at least 1 full year left at UCI as a student when applying.

Requested Document Notes:

Please include a cover letter on why you would be the ideal candidate for this highly flexible and project based assistant position. Also include a document showing times you are UNAVAILABLE to work this spring quarter due to class, etc.

Salary: \$12.00

Contact: Wendy Day-Brown daybrown@uci.edu