

**UF College of Education Office of Development & Alumni Affairs
Events/Office Assistant**

We are looking for an articulate, confident, self-motivated, personable, productive person to aid the UF College of Education (COE) Development and Alumni Affairs Office (DAA) at Norman Hall. This is an administrative support position that has a high concentration of event assistance. This is a part-time position that will be required to work 20 to 30 hours per week between the hours of 8:00 AM to 5:00 PM, Monday-Friday (occasional nights and weekends with advance notice). Weekly work hours will be in a minimum of four (4) hour blocks. Set hours, based on your semester schedule, is preferred, as you will be expected to help cover the office in addressing visitors and answering phone calls.

\$11-\$14 an hour, depending on qualifications/experience.

Minimum Qualifications: High School Diploma

Preferred Qualifications: Advanced knowledge of Microsoft Office and some knowledge of Adobe Suite

Job Description:

- Must be a highly motivated individual with the capacity for hard work.
- Must have the ability to do physical tasks and lift at least 30lbs.
- Must have intermediate to advanced knowledge of Microsoft Word, Excel and Adobe Photoshop.
- Must be able to take initiative with assigned tasks and have the ability to work independently, reflecting good judgment and decision-making.
- Must be able to prioritize work tasks, and have the flexibility to adjust your work plan to assist when immediate needs arise.
- Must have good interpersonal skills in order to communicate with other students, University personnel, outside vendors, alumni, etc.
- This job requires someone who is detail oriented, reliable, responsible, dependable, honest and ethical.

Daily Tasks:

- Assist the Assistant Director of Alumni Affairs with all office and event duties.
- Assist with alumni outreach and COE events. This will include such tasks as taking RSVP's, sending reminders, creating nametags, assisting with set-up and break-down, checking-in guests, printing and mailing invitations, processing payments, running errands
- Work with the COE creative team to create postings for social media and website updates.
- Help to maintain and update contact information and mailing lists of alumni and donors.

- Assist with incoming and outgoing mail (interoffice and postal).
- Assist with cultivation and stewardship efforts with COE alumni.
- Help manage inventory of event supplies and promotional items, and place orders as needed.
- Maintain the event supply check out list.
- Fulfill promotional item requests for pick up/delivery.
- Filing, making copies, faxing, scanning as requested – general office duties.
- Keep college calendar up to date
- Help with publicity of events, creating and sending email blasts, posting flyers, social media posts, etc.
- Assisting with the College's Student Ambassadors.
- Other duties as assigned.

Thank you for your interest in the UF College of Education Office of Development & Alumni Affairs Events/Office Assistant position. Please contact me if you would like to discuss the details of this position.

Go Gators,

Sunnie

Sunnie N. Pearson

Assistant Director, Alumni Affairs and Constituent Relations

Office: (352) 273-4142

spearson@coe.ufl.edu