

*A graduate assistantship in the **Office of Alumni and Friends** will provide a wide variety of opportunities for educational growth and professional development. The objective of this assistantship is to provide experience working in a dynamic office environment interacting with undergraduate students, alumni, and friends of IUP through in-person and digital engagement.*

Term of Appointment: *One academic year (fall/spring), renewable for second year pending resources secured and successful performance evaluation*

Compensation: *Tuition dollars in the amount of \$9,000 per academic (fall/spring) along with \$5,450 stipend paid in bi-weekly paychecks for the academic year (fall/spring terms). Summer tuition of \$3,000 to be paid after the first academic year only. Tuition dollars are applied directly to the graduate assistant's semester bill. Summer and/or winter session training/work may be available or required at an hourly wage of \$8.25; these hours are negotiable.*

Required: *Graduate assistant must be enrolled full-time in a master's level graduate program and remain in Good Academic Standing per Graduate Catalog, IUP School of Graduate Studies and Research*

Responsibilities assigned are comparable to those of an entry-level professional in alumni relations. The graduate assistant will be expected to work in a designated office space within the Office of Alumni and Friends. Hours outside of normal office hours will be required for attending events and meetings with the IUP Ambassadors.

Primary duties as assigned:

- Serve as the graduate adviser to the IUP Ambassadors, IUP's student alumni association (approximately 10 hrs/week)
 - Support programs and projects providing accountability and motivation to carry out the organization mission
 - Encourage leadership development for all members of the organization
 - Manage daily progress of the executive board and general board
 - Manage collaborative relationships established between the IUP Ambassadors and campus entities
 - Educate and inspire students to develop culture of volunteer engagement and philanthropy
 - Encourage and instruct team work within the organization
 - Oversee organizational budget
- Co-lead Tradition Keepers program in collaboration with assistant director and IUP Ambassadors (approximately 5 hours per week)
- Support engagement initiatives and operations with supervision and leadership from the Office of Alumni and Friends (approximately 5 hrs/week)
 - Assist with social media and digital engagement, including the collection and analysis of constituent engagement data; social media platform analytics
 - Event and program support: Various alumni/student engagement; IUP Homecoming; reunions/affinity engagement; award programs
 - Periodically serve as building facility manager

Desired skills: Experience with Microsoft Office products, social media for business/professional use (LinkedIn, Facebook, Instagram, Hootsuite); Participation with professional student organizations

Direct questions to Nicole Bukosky, assistant director, Office of Alumni and Friends, nbukosky@iup.edu, 724-357-7942