Carleton College Non-Exempt Position Description

Job Title: Administrative Assistant (Temporary Position)
Reports To (Title): Assistant Director for Reunion and Alumni Programs
Department/Division: Alumni Relations/External Relations
Employment Period: Annually mid-January/mid February through mid-July/mid-August

Position Overview:
This staff member is a full-time temporary (27 week) member of the Alumni Relations staff, responsible for assisting with reunion registration, responding to registration questions, and supporting the overall mission of the office, which is to reconnect alumni with each other and the College and to encourage and support useful and active stewardship of all alumni. High level of comfort with autonomy required, as well as confidence in making independent decisions and in prompting staff for necessary input.

Essential Job Functions/Responsibilities:
- Assist with processing and tracking registrations for Carleton’s Reunion program, including updating registration software (AWA Events) and assisting with the assignment of housing for Reunion participants.
- Oversee and assist with staffing the Reunion information desk team and registration desk during Reunion weekend.
- Coordinate communications about Reunion airport shuttles with Reunion participants, respond to shuttle change requests and address questions.
- Assist with telephone and alumni relations general inbox coverage, responding to alumni and community inquiries, and routing as appropriate constituent questions or concerns to Alumni Relations staff.
- Responsible for coordinating Reunion clean-up in Bird house and assisting in directing students with tasks to organize and put away Reunion supplies.
- Provide additional support of Reunion weekend as requested.

Additional Job Responsibilities:
Occasional evening and weekend work is required, including but not limited to Reunion (June)

Describe Supervision Received and Exercised:
This position is supervised by the Assistant Director for Reunion and Alumni Programs. This position assists with coordinating student office assistants and Reunion student staff.

Minimum Qualifications:
Required:
- Excellent communication skills, both verbal and written.
- Ability to manage multiple priorities and complex projects.
- Strong attention to detail; self-directed and creative problem-solver.
- Flexible and adaptable, comfortable with a diverse array of projects that require different skills and interests and may often change with each new execution or even in the middle of a project.
- Comfortable working with a range of technological platforms. Familiarity with Adobe Creative Suite preferred.
- Must have excellent customer service skills and be comfortable answering questions and thinking on their feet.
- Highly team-oriented.
• Ability to work 8:00 am to 5:00 pm, weekdays and extended hours Reunion weekend and other events as needed.
• Commitment to the goals of a liberal arts education and the importance of the college’s relationship with its students and alumni.

**Physical demands:**
Lifting (up to 25 lbs.) and standing for periods of time (2-4 hours) at Reunion and other events.

*NOTE:* This job description is not intended to be all inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.