

Alumni Communications and Program Assistant  
Bryant University

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Posted Nov. 1, 2019, expired Mar. 2, 2020

<b>Job Title</b>	Alumni Communications and Program Assistant
<b>Department</b>	ALUM-Alumni Relations
<b>Institution</b>	Bryant University Smithfield, Rhode Island
<b>Date Posted</b>	Nov. 1, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Communications/Public Relations Alumni Relations
<b>Apply Online Here</b>	<a href="http://employment.bryant.edu/postings/2309">http://employment.bryant.edu/postings/2309</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

The alumni communications and program assistant position joins a dynamic team in Alumni and Parent Engagement and reports to the Director of Alumni Engagement. Alumni engagement consists of building strong and enduring ties to the alma mater through the cultivation of positive relationships with alumni. Key to our success is the ability to develop new and innovative programs in response to alumni interests and needs.

The position will perform a variety of tasks around event management, event marketing and tracking of alumni engagement including producing nametags and updating the University-wide database. S/he will also help to engage alumni through our various forms of electronic (email) and social media channels - assisting the Alumni and Parent Engagement team, the Bryant Fund, and other groups within the Division of University Advancement.



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### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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