FOR FEDERAL WORK-STUDY  ☒  FOR INSTITUTE WORK-STUDY  ☐

☒ Fall  ☒ Spring  ☐ Summer  ☐ Special Project

NB: If the candidate and the staff are satisfied with the fall experience, this position will continue to the spring semester, at ~10-15 hours.

JOB DESCRIPTION

DATABASE Support Graduate Assistant: Since data drives the operations of Alumni Relations, having good data leads to better segmentation and contact rates of / with alumni. In return, this generates fundraising, volunteer opportunities, expansion of alumni programs for the Institute.

Our database GA will learn how to enter, review and provide critical assistance on a range of data projects and data needs. GAs will be in touch regularly with alumni (a great way to network!) and will play a major role in ensuring that MIIS has the best and most-accurate data possible.

A host of departments rely on the Institute’s alumni data, so the work of this GA must be of the highest caliber: the graduate assistant in this position should have a high level of tech “savvy”, a strong sense of customer service, and outstanding written and communication skills. Applicants should have knowledge of data collection and management, and superior English writing skills. Attention to detail is critical, as is a strong sense of confidentiality, given the data and information the GA will have access to on a daily basis. A sense of humour, the ability to flex and adapt, and the capacity to eat chocolate and cookies are all essential. This position is available immediately.

Data research is a huge component of policy, intelligence, business analysis, process development, etc., positions; thus the skills acquired in the Alumni Relations Office can be relevant to a range of professional careers.

In addition to the database management component of this position, the summer GA will be heavily involved with preparations for the fall 2015 alumni reunion—including messaging to attendees, preparation of materials and select event set-up services, and social media campaigns designed to promote the reunion. Individuals with past experience in social media marketing or related marketing are strongly encouraged to apply as are those with previous website development experience. We are seeking an individual to be trained on the alumni website’s format tools for updating information, building buttons and images and other content revisions.

Days per week: Flexible based on student’s academic schedule and availability
Hours per week: 10-15 hours

TO APPLY

Office: Alumni Relations, Simoneau Alumni House
Supervisor Name: Leah Gowron, Director of Alumni Relations
Email resume to alumni@miis.edu. We strongly encourage applicants to also submit a cover letter, highlighting their specific skills and experience based on the position description.