

Job Profile

Job Profile Name:	Alumni Assistant
Job Code:	CADC-00001
Employee Group:	AMUSE Casual

Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of high complexity and the incumbent performs them using general instruction.

Typical Functions:

1. Creates presentations and updates internal websites and assists with social media activities.
2. Organizes events logistics and oversees volunteers.
3. Assists in direct-marketing activities by manipulating data and running reports, generating analyses and collecting statistics of various marketing initiatives.
4. Schedules meetings.
5. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent.

Minimum Education, Certification and Experience:

- High School Diploma with one year of relevant experience in the field of work