

York University
Position Description- YUSA2

Position Title:	Alumni Relations Assistant	Send Payroll Report to:	
Department:	Development & Alumni Relations	Account	Fund
Department ID:		Cost Center	
Physical Location:	SSB - W362E	Activity	Time
Term of Employment:	Oct 9, 2018 to April 30, 2019	Location	
Hours of Work:	10 - 24hours per week	To Be Completed by HR Only:	
Reports to Manager:	Associate Director, Alumni Relations	Schedule	Year
Employment Category:	Part Time <input checked="" type="checkbox"/> Interim <input type="checkbox"/>	ID	Control #
Reason for Request:	up to 24 hours <input checked="" type="checkbox"/> up to 35 hours <input type="checkbox"/>	2	A
		1	8
		1	3
		0	6
		0	0
		5	
		Assignment #:	
		Classification	Administrative
		Band Level:	4
		Hourly Rate of Pay: \$	1 9 . 8 7
		NOC Code	1 2 2 1
		Job Code	

Job Purpose:

Provide an overview of the job responsibilities

To provide assistance to the Development and Alumni Relations team and its initiatives to further SSB's global alumni relationship building goals, plus support the data preparation for projects related to the School's ranking and other engagement efforts.

Major Areas of Responsibility:

Briefly describe the main duties and responsibilities and include approximate percentage of time

1. Update the currency and integrity of the York University and SSB's alumni database through active electronic research (LinkedIn, digital publications, other web tools, etc.) and one-on-one approaches by phone to alumni;
2. Research lost entities, utilizing a customized and proprietary tracing process that integrates telephone, email and Internet search engine tools and social media platforms & channels;
3. Research and assist with the collection, retrieval and review of alumni profiles and related media intelligence and other competitive intelligence, including scanning key business publications to identify Schulich alumni/faculty and management education matters/ trends; and preparing executive summaries of findings for same;
4. Under the direction of the Associate Director, analyze and summarize, (as written report or as PowerPoint presentation), key research findings and competitive intelligence on items noted above in '3';
5. Assist with the planning, organizing, preparation, delivery, and execution, including attendance (for on-site support and to participate in 'greeting and meeting') at special alumni events, involving alumni, faculty and prestigious guests; at conclusion of events assist with wrap up, including preparation of event feedback forms, sending, receiving, collating same and analyzing data for same, then writes summary for the Associate Director;
6. Under the guidance of the Associate Director, assists with targeted alumni research related to professions, corporations and foundations (related to career chronology, community/volunteer affiliations, wealth indicators, planned giving analyses, etc.);
7. Creates advanced PowerPoint presentations (sometimes with animation) from gathered digital content drawn from various confidential reports and from various research and gathers statistics;
8. As part of research duties and utilizing advanced research skills, will conduct competitive research and competitor analyses of alumni programming in top ranked business schools both nationally and internationally and will give written reports and program proposals based on the results of that research;
9. Will be required to draft and communicate target specific messaging for alumni with regard to alumni related activities using various social media programs and platforms;
10. On a regular basis, and in collaboration with other Development & Alumni Relations staff, maintain the digital filing systems of the Office of Alumni Relations by scanning files, naming electronic files (in accordance with policy and the common records

schedule) and archiving paper files in storage.

11. Other duties as assigned.

Perform Other related duties as required. Not to exceed 5%

Responsibility for Others: Yes No

If "Yes", provide details

Job Qualification and Related Skill Requirements

Minimum formal education/training, related experience and job related skills

Education:

- Minimum completion of two full-time years of an undergraduate business education program at the university level, or one year of a graduate level management program (i.e. MBA).

Experience:

- Past experience in an Advancement office setting will be considered an asset.

- Past experience working/volunteering in a business school environment will be considered an asset

Related skills requirements:

1. Proficient computer skills with Microsoft Suite, including Publisher, with some experience with its graphic design layout.

2. Knowledge of Schulich School of Business, its programs, deliverables and outcomes; and the ability to contextualize and communicate these to others within the Alumni Relations frameworks of SSB.

3. Problem solving and analytical skills; interviewing and active listening skills.

Ability to research problems where solutions may not be readily apparent and facts may be incomplete. Ability to undertake further inquiry utilizing strong analysis and interpretation skills, and independent judgment.

4. Research and Technical skills: Understanding of electronic business research resources and basic understanding of the corporate sector plus basic accounting.

5. Time management: Ability to meet multiple deadlines and targets; operating within expected and established policies and procedural frameworks to achieve project deadlines.

6. Flexibility and adaptability: shift and adapt to assigned priorities in order to respond to new opportunities or challenges presented.

7. Able to work independently and as part of a team

8. Confidentiality and ability to use discretion:

Ability to uphold strict confidentiality of private and highly personal, sensitive information (i.e. alumni information), corporate strategy and other proprietary information.

9. Interpersonal skills: Ability to exercise persuasion, both verbally and in written form, in the context of SSB's Development and Alumni Relations goals.

10. Excellent attendance and punctuality essential.

Additional Language Skills Required: Yes No

If "Yes", provide details

Tick off all that apply and indicate

Regular (R) e.g. for continuous periods during most work shifts OR switching between activities all requiring the same level of visual attention
or **Periodical (P)** e.g. for short periods during most work shifts OR for longer periods of time but not every work shift

Motor Skills

- | | |
|---|--|
| <input type="checkbox"/> <input type="checkbox"/> Using business equipment, operating a cash register or postal equipment | <input type="checkbox"/> <input checked="" type="checkbox"/> Accurate keyboarding requiring some speed |
| <input type="checkbox"/> <input type="checkbox"/> Using hand tools | <input type="checkbox"/> <input type="checkbox"/> Using power and cutting tools |
| <input type="checkbox"/> <input type="checkbox"/> Operating a vehicle | <input type="checkbox"/> <input type="checkbox"/> Coordinated manipulation of levers and switches to operate equipment |
| <input type="checkbox"/> <input type="checkbox"/> Basic keyboarding (where speed/accuracy are not defined requirements) | <input type="checkbox"/> <input type="checkbox"/> Repairing, calibrating or assembling equipment or tools |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Accessing files and entering basic information | <input type="checkbox"/> <input checked="" type="checkbox"/> High volume data entry/keyboarding |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Performing computer searches to compile information | <input type="checkbox"/> <input type="checkbox"/> Precision work to high tolerance |
| | <input type="checkbox"/> Other please specify: |

Manual (Physical) Effort

- | | |
|---|--|
| <input type="checkbox"/> <input type="checkbox"/> Intermittent sitting, standing, moving around | <input type="checkbox"/> <input type="checkbox"/> Crouching, bending, kneeling, stretching |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Sitting for extended periods of time (unable to get up and move around) | <input type="checkbox"/> <input checked="" type="checkbox"/> Lifting/moving/ carrying equipment or material of varying weights |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Standing for extended periods of time where it is not possible to sit and perform work | <input type="checkbox"/> <input type="checkbox"/> Pushing wheeled equipment |
| <input type="checkbox"/> <input type="checkbox"/> Walking on uneven surfaces | <input type="checkbox"/> <input type="checkbox"/> Operating heavy hand held devices |
| <input type="checkbox"/> <input type="checkbox"/> Climbing stairs, working on ladders | <input type="checkbox"/> Other please specify: |

Visual/Mental Concentration

- | | |
|---|--|
| <input type="checkbox"/> <input type="checkbox"/> Data entry/ word processing/ transcribing | <input type="checkbox"/> <input type="checkbox"/> Reviewing/checking large amounts of information/data |
| <input type="checkbox"/> <input type="checkbox"/> Reconciliation of numbers/data | <input type="checkbox"/> <input type="checkbox"/> Monitoring computer screens, displays, equipment |
| <input type="checkbox"/> <input type="checkbox"/> Interviewing/listening | <input type="checkbox"/> Other please specify: |

Working Conditions Part 1: Environment

- | | |
|--|---|
| <input type="checkbox"/> <input checked="" type="checkbox"/> Cubicle office environment | <input type="checkbox"/> <input type="checkbox"/> Loud/harsh/high pitched noise |
| <input type="checkbox"/> <input type="checkbox"/> Working in a confined space where movement is restricted | <input type="checkbox"/> <input type="checkbox"/> Dirt, grease, fumes or odours |
| <input type="checkbox"/> <input checked="" type="checkbox"/> Background noise/lack of privacy resulting from working in an open area | <input type="checkbox"/> <input type="checkbox"/> Inclement weather, wet environments, temperature extremes |
| <input type="checkbox"/> <input type="checkbox"/> Dust, temperatures that are warmer/cooler or less ventilated than a controlled environment | <input type="checkbox"/> <input type="checkbox"/> Human or animal waste/fluids or other unpleasant substances |
| <input type="checkbox"/> <input type="checkbox"/> Low lighting or glare | <input type="checkbox"/> <input type="checkbox"/> Rude/unpleasant/impatient people; verbal abuse |
| | <input type="checkbox"/> Other please specify: |

Working Conditions Part 2: Hazards

Potential exposure to risks associated with:

- | | | | | | |
|--------------------------|-------------------------------------|--|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Working with tools or equipment or performing tasks that require the use of protective measures/devices and/or specific health and safety training | <input type="checkbox"/> | <input type="checkbox"/> | Providing direct services in locations where public access is not restricted; aggressive/assertive behaviour may occur |
| <input type="checkbox"/> | <input type="checkbox"/> | Slippery surfaces | <input type="checkbox"/> | <input type="checkbox"/> | Noxious fumes/odours/toxic chemicals |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Moving or lifting equipment or materials | <input type="checkbox"/> | Other please specify: | |

Final Comments:

Interested candidates may apply to Naomi Ierullo at nierullo@schulich.yorku.ca before October 2, 2018 at 5pm, with a cover letter, writing sample and resume.