



MARION MILITARY INSTITUTE



POSITION: Alumni Affairs Assistant

SUMMARY: The Alumni Affairs Student Assistant will primarily assist the Alumni Office with a variety of tasks required to organize and execute initiatives, projects, and events.

MINIMUM QUALIFICATIONS:

- Must be currently enrolled at Marion Military Institute
- Must have a minimum 2.0 cumulative GPA at time of hire and throughout duration of employment
- Must be able to assist the Office of Alumni Affairs with a variety of tasks including but not limited to communications with alumni, database management, office organization, digital content creation, and event planning and setup.

DESIRED QUALIFICATIONS:

- Ability to work flexible hours, including occasional evenings and weekends.
- Must be able to lift and carry 20-25 pounds, such as coolers, tents, boxes, etc.
- Strong interpersonal skills with the ability to interact enthusiastically with alumni and other guests.
- Skilled in digital, written, and verbal communications.
- Strong organizational skills with attention to detail and accuracy.
- Proficient in Microsoft Office Suite and familiarity with social media platforms.

ESSENTIAL DUTIES:

In addition to adhering to general policies and guidelines specified by the ACCS Board of Trustees, the MMI Faculty/Staff Handbook, and Vice President for Institutional Advancement, the successful candidate will also perform the following duties:

- Assist in planning, organizing, and executing alumni events.
- Collaborate with the Alumni Director to develop content for alumni newsletters, social media platforms, and the MMI Alumni website.
- Assist in maintaining accurate and up-to-date alumni records in the database.
- Assist in fostering positive relationships between MMI and its alumni by responding to inquiries, providing information, and facilitating connections between alumni and current students.
- Provide general administrative assistance, including managing phone calls, responding to emails, and organizing files.
- Capture photos and videos during alumni events and activities.
- Assist in research on alumni achievements, career paths, and other relevant information.

SALARY: State Salary Schedule L; **\$10.00 per hour**, not to exceed 19 hours per week. This position is not eligible for any benefits above and beyond the hourly wage

PROJECTED START DATE: ASAP.

APPLICATION PROCEDURE:

1. A complete application package consists of:
 - MMI employment application (completed and signed)

- Signed Letter of interest
- Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, required and preferred (if applicable), listed on this job announcement].

Application forms are available from and should be returned to:

Marion Military Institute
Attn: Dawn Curtis
1101 Washington Street
Marion, Alabama 36756
(334)683.2350
dcurtis@marionmilitary.edu
www.marionmilitary.edu

MMI is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the ACCS Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Marion Military Institute will make reasonable accommodations for qualified disabled applications or employees. The school reserves the right to withdraw this job announcement at any time prior to the awarding.