



Director of Alumni Affairs

Student Agencies is known for its commitment to excellence in education and fostering lifelong connections with its alumni. We pride ourselves on creating meaningful relationships that extend far beyond graduation and are continuously working to engage our alumni community in a variety of impactful ways.

The Director of Alumni Affairs will be responsible for spearheading initiatives designed to maintain and strengthen the bond between the Student Agencies, its alumni, and the greater Cornell community. This role requires interfacing with top level professionals at world class organizations, compiling comprehensive contact lists, conducting outreach programs, planning and executing a range of events, and gathering feedback from alumni to enhance our engagement strategies.

Hourly Requirement: This position requires candidates to work part-time (10-15 hours/week) during the academic year.

Job Description

The following job description paints a more complete picture of the skills that we are looking for. The following section will show the broad tasks that the Director of Alumni Affairs is expected to perform.

Main Responsibilities:

- Develop and maintain up to date and accurate contact lists of alumni through various data collection and management strategies.
- Design and implement innovative outreach programs aimed at engaging alumni, keeping them informed about institutional developments, and encouraging their involvement in various capacities.
- Plan, organize, and execute a variety of events, including reunions, networking gatherings and coffee chats, tailored to fostering strong alumni connections and supporting lifelong engagement with SAI.
- Establish effective communication channels to collect and analyze feedback from alumni; use insights to improve engagement strategies and alumni services.
- Collaborate with internal departments to ensure alignment of alumni affairs with broader organization-wide goals and to leverage opportunities for alumni contributions to the institution's growth.
- Monitor and report on the effectiveness of alumni engagement initiatives, adjusting strategies as necessary to meet evolving needs and interests.

Necessary Skills and Qualifications:

- Strong organizational, planning, and project management skills. Candidates must have the ability to manage multiple priorities simultaneously.
- Excellent interpersonal and communication skills, both written and verbal, and the ability to engage effectively with a diverse range of stakeholders.
- Demonstrated ability to work collaboratively in a team-oriented environment.

Who we are looking for:

We are looking for a dedicated, enthusiastic, and passionate undergraduate student who will prioritize SAI to ensure its success. SAI offers a vibrant and supportive community, with a commitment to professional development. We are looking for someone who will passionately accept the opportunity to significantly impact our alumnus' lives.

Join us in shaping the future of our alumni community and fostering lasting connections.