

WORK-STUDY JOB DESCRIPTION ANNOUNCEMENT
Student Alumni Relations Intern



<i>Department</i>	Strategic Communications and Alumni Engagement
<i>Campus & Location</i>	CentreTech Campus, Administration Building, A105
<i>Supervisor</i> Sophia Marks	<i>Phone</i> 303-361-7830 <i>Email</i> sophia.marks@ccaaurora.edu

General Description

The student alumni intern is responsible for supporting CCA's alumni community through the work of the Office of Strategic Communications and Alumni Engagement. This position reports directly to the Executive Director of Strategic Communications and Alumni Engagement and is supervised by the Alumni Relations Coordinator. Overall, the student alumni intern will gain valuable experience in alumni relations, marketing, communications, and event planning while contributing to the college's mission.

Duties & Responsibilities

- Provide event support by organizing logistics, vendor coordination, guest assistance, invitation and registration, documentation, and post-event wrap-up.
- Maintain and update alumni databases, ensuring accurate contact information and engagement metrics.
- Conducting surveys to gather feedback and insights from alumni.
- Contributes to communication efforts for alumni outreach.
- Collaborates with the Strategic Communications and Alumni Engagement team to support overall success.
- Research ideas, background information, and provide inspiration for all projects.
- Complete projects in a timely manner.

Qualifications

- Pursuing an Associate of General Studies or Associations of Arts
- Enrolled in at least 6 credits at CCA
- Proficient at Outlook, Microsoft 365, and is willing to learn new tools
- Team player
- Understands marketing strategies and communication
- Understands community engagement and relationships building
- Demonstrates professionalism, dependability, and respect for others
- Motivated individual
- Ability manage time effectively and meet deadlines

Number of Hours Per Week | 20