The primary mission of the Alumni Relations Office within the College of Liberal Arts and Sciences (CLAS) is to strengthen the bond between CLAS alumni and the college through an overall advancement strategy. This is accomplished by creating meaningful opportunities for alumni and student engagement and participation; the growth and promotion of a distinct CLAS community within UCONN; and supporting the ambitions of CLAS, the Alumni Association, and the university at large. Alumni Relations functions as a unit of the CLAS Advancement Team and works in collaboration with members of the UConn Foundation and CLAS Dean’s Office (Communications and Donor Relations).

We seek a highly motivated, creative individual to develop diverse programs and opportunities for alumni to be more engaged with students on campus, largely through alumni-student mentoring and career-oriented panels and discussions. This individual will also be responsible for effective, professional collaboration across the university including work the Alumni Association and Foundation.

**Responsibilities:**
- Coordinate alumni visits to campus; develop events or programming for alumni to participate in while visiting; market events or programs successfully to students.
- Effectively collaborate with the Director of Alumni Relations to identify opportunities to enhance the Career Advisor Program within the college (alumni-student mentoring program).
- Participate as a member of the CLAS Advancement Team, including attending a monthly meeting with the Dean.
- Be cognizant of the need to maintain confidentiality with regards to internal strategy and the protection of personal information.
- Provide professional, customer service to alumni and students who engage with Alumni Relations.

**Qualifications:**

**Required**
- Candidate must be a matriculated student in the Higher Education and Student Affairs graduate program at the University of Connecticut
- Self-managing professional who thinks creatively and successfully execute new ideas/initiatives
- Ability to work equally well as a team member or independently
- Excellent organizational, communication and customer service skills
- Willingness to work limited evening or weekend hours
- Attention to detail

**Preferred**
- Experience working with students from diverse and varied backgrounds
- Experience with Alumni Relations/Student Alumni Association
- Involvement with mentoring programs or career development opportunities