

# Maranatha Baptist University

## Job Description

### Job Title: *Alumni Administrative Assistant*

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<b>DEPARTMENT:</b>	ALUMNI SERVICES	<b>SUPERVISOR:</b>	ALUMNI SERVICES DIRECTOR
<b>EMPLOYEE NAME:</b>		<b>EMPLOYEE CLASSIFICATION:</b>	S-2 PART-TIME 20HRS
<b>PREPARED BY:</b>	TIM MCPHILLIPS	<b>DATE UPDATED:</b>	SEPTEMBER 1, 2025

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#### Summary

*The Administrative Assistant for Alumni Services provides essential support to the Advancement Office by managing alumni records, coordinating communications, and assisting with events and engagement initiatives. This role ensures efficient daily operations of Alumni Services, fosters meaningful connections between Maranatha Baptist University and its graduates, and helps advance the University's mission by strengthening alumni involvement and support.*

#### Essential Duties and Responsibilities:

- Administrative Support
  - Provide daily clerical and organizational support for the Alumni Services Office, including phone, email, and in-person communication.
  - Manage calendars, schedule meetings, and coordinate appointments for the Director of Alumni Services and other related staff.
  - Maintain accurate alumni records in the university database, ensuring data integrity and confidentiality.
  - Manage the Alumni Facebook account and maintain the alumni career placement service.
- Event Support
  - Assist in planning, organizing, and executing alumni events (e.g., alumni dinners, sporting events, reunions, etc.).
  - Coordinate event logistics such as invitations, registrations, travel arrangements, and materials preparation.
  - Support on-site event operations, including hospitality, guest services, and volunteer coordination.
- Communication & Engagement
  - Respond promptly and professionally to alumni inquiries, requests, and needs.
  - Assist in the development and distribution of alumni newsletters, digital communications, and social media updates.
  - Support initiatives to strengthen alumni engagement and cultivate a lifelong relationship between graduates and the University.
- Database & Records Management
  - Enter and update alumni contact information and activity notes into the advancement database.
  - Generate reports, mailing lists, and data analysis for alumni outreach and fundraising campaigns.
  - Monitor returned mail, undeliverable emails, and track engagement trends.

#### Supervisory Requirements:

- Supervise student workers and volunteers.

#### Qualification Requirements:

- Ability to work independently and exercise initiative.
- Proficiency in general computer applications, with moderate expertise in Microsoft Word, Excel, Jenzabar, and Salesforce.

- Familiarity with standard office procedures, telephone systems, and general office equipment.
- Sound judgment and ability to operate effectively within established policies and procedures.
- Strong interpersonal skills to collaborate with colleagues and interact professionally with the public.
- Excellent verbal and written communication skills, including the ability to give clear directions with tact.
- Knowledge of the university, its programs, and its personnel.

**Physical Requirement/Working Conditions:**

- Frequent use of a computer and related technology.
- Occasional lifting and carrying of supplies or materials.
- Regular use of a telephone and other communication devices.

**Evaluation**

Performance of this position will be evaluated under the provisions of this description and policies of the Maranatha Baptist University Staff Handbook.