



ANNA MARIA
COLLEGE

Anna Maria College On-Campus Federal Work Study Job Description

50 Sunset Ln.

Paxton, MA 01612

Department/Location:	Adv/Socquet House
Supervisor:	Ryan Murphy
Supervisor Preferred Contact Information:	508.365.4427
Position Title/Classification:	Advancement Office Work Study
Positions Available:	Support
Hourly Wage:	\$15
Job Description:	<p>The Advancement Work Study role is a versatile position that assists all members of the Advancement Team. They support Operations, Major Gifts, Alumni Relations, Event Planning, Stewardship, Communications, and Planned Giving.</p> <p>The Work Study will advance the mission of Anna Maria College by supporting fundraising efforts and maintaining mutually beneficial relationships between the College and its graduates, friends, parents, students, staff, and faculty.</p> <p>This employee will assist in the development and execution of alumni programs, college and stewardship events, and effective volunteer management; creating alumni communication across multiple channels; and supporting specifically our Director of Advancement Services.</p>
Duties Performed:	<ul style="list-style-type: none"> • Assist with Thank You Notes and Phonathon Calling • Collaborate with the College Marketing & Communications Coordinator to manage social media, eNewsletter, and Annual College Magazine o Update alumni pages



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	<ul style="list-style-type: none"> o Expand LinkedIn Connections o Regularly Update posts o Update and maintain a webpage • Support event planning such as Homecoming, Reunion, and AMCAT Pride Challenge • Execute 5K, Golf Outings, and other events. • Work collaboratively in a team environment. • Update our CRM system on new data and contact reports • Filing and Organizing Office Space • Assist with data research and entry • Get Class Agent Volunteers to connect with • Create a top list of Young Alumni (100 Up and Comer, Movers and Shakers)
Specific Qualifications:	Student at AMC
Hours/Week:	10
Special Application Instructions:	

Dates of Employment (check one):

Full Academic Year

Fall Semester Only

Spring Semester Only

Summer Semester Only

Summer start date:

Summer end date: