Western Connecticut State University
Alumni Affairs
University Assistant
Part-time – 19 hours per week

Western Connecticut State University’s Office of Alumni Affairs is accepting applications for a part-time University Assistant.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Primary responsibility will be providing assistance with a variety of tasks to support the Director of Alumni Affairs with alumni programs, initiatives, events, activities and recruiting alumni volunteers in addition to providing assistance to the University Relations office with public relations tasks, such as compilation, editing and data-entry of events as well as fact-checking and research. This is an in-person assignment (remote work is not available for this position) Monday – Friday’s between the hours of 8 a.m. – 5 p.m. Exact work schedule to be determined at time of hire. Position is renewed on an annual basis.

Qualifications: Bachelor’s degree is required; Must possess working knowledge of Microsoft Office Suite, including Word, Excel, Outlook & Teams, as well as proven experience with social media and fundraising. Excellent communication skills, planning, organization, researching, fact-checking, copy/editing and writing skills required. Must be self-motivated, reliable, and possess a professional demeanor. Evidence of leadership, interpersonal, organizational and time-management skills is required. Must possess excellent written and verbal communication skills.

Work Hours, Salary & Benefits: 19 hours per week. $23.00 per hour. This is an in-person assignment and will not work remotely. Work schedule to be determined at time of hire. Information on benefits can be found on the Human Resources website: http://wcsu.edu/hr/benefits/. Please note there are no paid benefits for this position. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WSCU is committed to providing a safe campus community. Background investigations include reference checks, a criminal history record check and, when appropriate, a financial (credit) report or driving history check.

Prior to extending an offer of employment, full vaccination for COVID-19 is required for all Connecticut state employees. Some exemptions apply. Each application for an exemption will be considered on an individualized, case-by-case basis, and any applicant for an exemption must provide appropriate supporting documentation if requested. For a full description of vaccination requirement please refer to the following: All state employees shall follow Executive Order 13G (as amended by Executive Order 14C) For the Executive Order 14C - click here for the link for the Executive Order.
Position Announcement

**Application Process:** Prospective candidates must apply via email by submitting a cover letter, which includes the contact information for (3) current professional references and a resume, as one (1) complete file (PDF or Word format only) and not via multiple attachments to: hrpositions@wcsu.edu. In email subject line of reference: Your Last Name –UA-Alumni. Review of application materials will begin immediately and continue until the position has been filled.

Western is an Affirmative Action Equal Opportunity Educator/Employer