

Graduate Coordinator for Student & Alumni Engagement

Office of Alumni Engagement (OAE)

University of North Carolina at Chapel Hill

Anticipated Work Schedule

This position averages 20 hours per week, but flexibility is necessary to be successful. The Graduate Coordinator sets their office hours during the week and flexing time (with communication/guidance from supervisor) is encouraged. During some points of the quarter/academic year, the Graduate Coordinator will be asked to assist and support programs (e.g., Fall Welcome, Homecoming Week, Alumni Awards, Seattle U Gives, PhilanthroFEST, Going GOLD, and Commencement season) that will require night and weekend work.

Minimum Qualifications and Skills

- x Desire to work with diverse group of undergraduate students and

