



**Position:** Advancement Office Work-Study

**Reports To:** Advancement Office Work-Study will report to the Director of Alumni Affairs & Annual Giving while also assisting the Associate Vice Chancellor for Advancement Services and Advancement Services Coordinator.

**Job Overview:** All Advancement Office employees are employees of The University of Tennessee Foundation, Inc., and the Work-Study will be assisting with the work of the Foundation which includes the UT Alumni Association.

**Responsibilities and Duties:**

The Work-Study will:

1. Regularly communicate with the supervisor for work schedule and tasks;
2. Use desk at the Reveille House front door and welcome guests to Reveille House and assist guests with connecting with employees;
3. Assimilate mass mailings by postal standards;
4. Sort through yearbooks and other photographs to scan and use in upcoming communications;
5. Help develop a social media posting schedule, including photos and themes;
6. Gather and enter data for assessment;
7. Assist with event setup and clean-up;
8. Shop for supplies, as needed, and
9. Other day-to-day office functions as needed by the Advancement Services and Alumni Staff, i.e. copying, delivering items to the other offices on campus.
10. Follow all procedures and deadlines as requested by the Work-Study Coordinator at UT Southern.

**Qualifications:**

- a. Confidentiality with all constituent, student, and employee information.
- b. Familiarity with Microsoft Office products and social media.
- c. Social Media guidelines will be provided.
- d. Willingness to learn.
- e. Personal characteristics – Trustworthy, Positive attitude.
- f. Attire: no holes/tears in clothes, t-shirts needed to be University-related.