

Alumni Coordinator

Job purpose

The Alumni Coordinator is responsible for developing and maintaining a professional network with Cal Poly PIHRA Alumni. The duty of the Alumni Coordinator is to assist Executive Board Members with maintaining a record of past PIHRA members, and coordinate the yearly Alumni Day. They are also responsible to create and maintain a relationship with the CBA Alumni Chapter.

Duties and responsibilities

The Alumni Coordinator will be working with the Cal Poly PIHRA Executive Board, Club Advisor, and its affiliated organizations to ensure the goals of the current year is accomplished. The Alumni Coordinator will be responsible for:

Alumni Coordinator

- Create and maintain the spreadsheet that includes all Alumni information from CPP PIHRA past members.
- Create a google phone number if necessary.
- Coordinate Alumni Day.
- Work and maintain CPP PIHRA's relationship with the CBA Alumni Chapter.
- Create and manage a semester newsletter informing alumni of CPP PIHRA events.
- Start development of an Alumni sponsored scholarship that one member will receive each year.

CPP PIHRA

- Participate in General Meetings and Executive Board Meetings.
- Participate in all CPP PIHRA's socials and fundraising events.
- Assist with SHRM Merit Award.
- Assist with Evening with Industry.

Qualifications

Applicants must meet the following minimum qualifications in order to be considered for this position:

Education

- Enrollment at Cal Poly Pomona as a part-time or full-time student with sophomore, junior or senior standing.
- Enrolled in at least 9 units per semester, excluding summer.
- A minimum 2.5 overall grade point average and good academic standing.
- A major or minor geared towards Management and Human Resources field.
- Must be an active member with Cal Poly Pomona PIHRA, PIHRA and SHRM.

Skills and Abilities

- Works well with a team and be able to use critical thinking to solve arising issues.
- Excellent verbal and written communication skills.
- Ability to take self-initiative, be a leader and demonstrate best HR practices.
- Ability to multi-task and be extremely well-organized.
- Strong computer skills with knowledge of Gmail, Google Docs, Google Slides, and Google Drive.

Schedule

- Must attend General Meetings on Tuesdays from 12:00 p.m. to 12:50 p.m.
- Must attend Executive Board Meetings on Thursdays from 12:00 p.m. to 12:50 p.m.
- Must attend the majority of PIHRA events.

Experience

- Must have completed MHR 301 and MHR 311.

Approved by:	
Date approved:	
Reviewed:	