JOB OPENING: ALUMNI RELATIONS PROJECT ASSISTANT

Description: To provide assistance in the various activities of UPSEAA (UP School of Economics Alumni Association) relating to alumni search, alumni database updating, communication activities towards alumni using both traditional and social media avenues, and assisting in the preparations for alumni events. [Workdays are from Tuesday to Friday plus attending alumni events.]

Where: UP School of Economics Alumni Association Office, UP School of Economics, Diliman, QC

Work Period: [Contract period from April/May 2014 to Oct 2015, starting as soon as possible]

Qualifications:

1. Computer Literate – competent in Microsoft Word and Excel and the use of email. Knowledge and experience with Powerpoint and any software for lay-outing will be an added advantage.
2. Familiar and able to use competently various social media outlets (e.g. Facebook)
3. Possessing good communication skills, written and spoken, in English and Filipino – able to draft basic letters, take queries over the phone, etc.
4. Education – minimum of 2 years of college
5. Personality – pleasant with good people interaction skills, organized, self-disciplined
6. Honest, disciplined and can work with minimum day-to-day supervision

PLEASE EMAIL YOUR BIODATA/RESUME to rssanpascual@econ.upd.edu.ph for processing & scheduling of interview.

THANK YOU!