

Rider University  
Office of Alumni Relations  
2083 Lawrenceville Road  
Lawrenceville, NJ 08648  
609-896-5340

### **Position Description**

Title of Position: Graduate Assistant  
Effective Date: August 2024  
Department: Office of Alumni Relations

#### Qualifications:

Bachelor's Degree and acceptance into one of Rider University's Graduate Programs are required.

#### Reports To:

Director, Associate Director and Administrative Specialist

#### Responsibilities:

1. Preparation and support for all alumni engagement events/programs/projects.
2. Assist with all event related mailings
3. Perform administrative duties
4. Assist in the implementation of university-wide events
5. Assist with Social Media engagement with alumni
6. Other duties as assigned

#### Terms of Employment:

1 year with potential for renewal after first year.

#### Compensation:

Compensation for two classes (or six credits) to be taken in both Fall and Spring semesters. In addition, each student can work up to 20 hours per week. If interested, the student can be employed during the summer and work 37.5 hours.

#### Application:

All interested applicants must submit a letter of application and resume to:

Natalie M. Pollard  
Director of Alumni Relations  
Rider University  
2083 Lawrenceville Road  
Lawrenceville, NJ 08648-3099

Applicants may email their letter of application and resume to [pollardn@rider.edu](mailto:pollardn@rider.edu) or fax to 609-895-5622.