

Job Title: Assistant Director of Alumni Relations
Full-time/Part-time: Full-time
FLSA Status: Nonexempt
Anticipated Hire Date: February 2025

The University of Virginia Law School Foundation seeks an experienced engagement assistant to join our team as Assistant Director of Alumni Relations. This position will report to the Director of Alumni Relations.

The Assistant Director of Alumni Relations is responsible for the daily administrative tasks of a robust alumni relations program and assisting with the planning and execution of multiple annual events and projects.

The ideal candidate will possess exceptional written and verbal communication skills, strong organizational skills, the ability to multitask, experience planning and executing events, and experience coordinating multiple vendors. Other key qualifications include:

- Technology skills, including email, word processing, and spreadsheets. Experience with event registration software (Cvent) is desirable.
- Ability to manage multiple priorities, projects, and deadlines.
- Excellent communication and customer service skills including a professional demeanor for face-to-face, telephone, and email communication.
- Strong problem-solving skills and the ability to use good judgement to craft effective solutions expeditiously.
- The ability to handle confidential material with discretion.

Requirements:

- A bachelor's degree or equivalent education and work experience
- 2+ years of professional experience

Other:

- Occasional night and weekend work required
- Some travel may be required
- Salary will be commensurate with experience and qualifications.

Application Instructions:

- To apply, send a cover letter and resume via email to sargent@law.virginia.edu or via mail to: Sarah Sargent, Director of Alumni Relations, UVA Law School Foundation, 580 Massie Road, Charlottesville, VA 22903
- The hiring manager will begin to review applications immediately for a Spring hire date.