

Alumni Relations Assistant

University of Virginia Law School Foundation

The University of Virginia Law School Foundation seeks a temporary Alumni Relations Assistant to join our team from January – June 2026. This position will support the Director and the Assistant Director of Alumni Relations.

The Alumni Relations Assistant is responsible for clerical, organizational, and planning tasks related to the annual Law School Reunions.

The ideal candidate will possess strong organizational and planning skills and must have the ability to communicate clearly. Other key qualifications include;

- The ability to handle confidential material with discretion.
- Technology skills including email, word processing, and data management. Experience with event planning software such as CVENT is desirable.
- Ability to meet deadlines and manage logistical details for overlapping events and projects.
- Excellent communication and customer service skills.
- A professional demeanor.
- Previous event planning experience is a plus.

A two- or four-year college degree is preferred. Two years of relevant professional experience such as administrative work is preferred.

Must be available to work the weekend of May 8-10, 2026.

Application Instructions:

- To apply, send a cover letter, resume, and three professional references via email to terry@law.virginia.edu or via mail to:
Hallie Terry, Assistant Director of Alumni Relations, UVA Law School Foundation, 580 Massie Road, Charlottesville, VA 22903