MUSKEGON COMMUNITY COLLEGE
POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Alumni Relations Intern</th>
<th>DEPARTMENT:</th>
<th>Office of Community Relations</th>
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</thead>
<tbody>
<tr>
<td>CLASSIFICATION:</td>
<td>Intern</td>
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<td>REPORTS TO:</td>
<td>Alumni Relations Manager</td>
<td>DIVISION:</td>
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<td>DATE INITIATED:</td>
<td>Fall 2011</td>
<td>APPROVED BY:</td>
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**BASIC RESPONSIBILITIES:** The successful candidate will assist the alumni relations director with the recordkeeping, special events and official communications that connect Muskegon Community College with its 18,000 alumni residing throughout the United States.

**QUALIFICATIONS:** Proficiency in using Microsoft Word and Excel. Knowledge of Adobe Photoshop and InDesign a plus.

**ESSENTIAL FUNCTIONS:**
1. Database management
2. Event planning and set-up
3. Mailing coordination
4. Marketing materials design/writing
5. Website improvement
6. Best practices comparisons and communication with alumni departments of other colleges
7. Other duties as assigned