

XAVIER ALUMNI FELLOWSHIP

Alumni Relations & Communications Office

Reports to Daily: Zane Massey '96, Director of Alumni Relations, and Shawna Gallagher-Vega, Director of Communications

General Duties

- Assist Alumni Relations Office with all aspects of event preparation for Alumni Relations and Advancement events, especially the Beefsteak Dinner, Regional Receptions, and Reunion:
 - Help create and prepare electronic and paper mailings
 - Help with all event logistics (food and beverage, set up, badges, welcome, break down)
- Assist in preparation for all print publications (proofreading, editing, etc.), including Xavier Magazine and Annual Report
- Review weekly and update as directed by the Directors of Communications and Alumni Relations the general content on alumni pages of website
- Write copy, take pictures, conduct interviews and assist with layout for weekly Xavier E-News; copy will include the sports and other columns.
- Help digitize (in PDF format) Reunion yearbooks for upcoming Reunion classes
- Chaperone, proctor, tutor, and moderate activities as requested (All Fellows)
- Other duties as assigned by the Program Supervisor

Specific Projects

- Help to plan, organize and coordinate outreach for 1-2 annual events for the Xavier Business Council (XBC), Xavier Bar Association (X-Bar), and other professional and affinity based groups
- Research potential topics and panelists for a possible professional and affinity based groups event during the academic year