



ALUMNI ASSOCIATION ADVISOR JOB DESCRIPTION

JOB SUMMARY: The Alumni Association Advisor serves to help bring together former members of SkillsUSA Massachusetts to share their professional and personal experience and expertise with current members of SkillsUSA Massachusetts. The Alumni Advisor contributes to the success of the Alumni Association's Executive Board and serves as an ex-officio member of the Board of Directors of SkillsUSA Massachusetts Inc.

JOB TITLE: ALUMNI ASSOCIATION ADVISOR

REFERENCE: #ALM_1	POSITION NUMBER: ALM_1
CATEGORY: ALUMNI ASSOCIATION	CLASSIFICATION: VOLUNTEER
DATE POSTED: N/A	DATE DUE: N/A
HIRING RANGE: BASED ON EXPERIENCE	HOST NAME: SKILLSUSA MASSACHUSETTS
REPORTS TO: EXECUTIVE DIRECTOR	REPORT LOCATION: SKILLSUSA MASSACHUSETTS
	HEADQUARTERS AS NEEDED

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Understand job-specific duties and demonstrate ability to carry out tasks with little supervision.
- Work at the major SkillsUSA Massachusetts events, per year, and carry out all essential duties and responsibilities with little to no supervision. (Fall State Leadership Conference, District Conferences, SAiL, State Leadership & Skills Conference & National Conference (as available/funding available)
- Provide guidance and support to the Alumni Executive Board and Alumni members
- Attend executive board meetings
 - Assist in creating an agenda ensuring all necessary topics are discussed/plans made
 - Support the Alumni Association President
- Meet regularly with the Alumni Association President and other officers to discuss important association issues
- Actively communicate with Alumni members, state staff, as required
- Be knowledgeable about procedures and policies associated with the state association and ensure adherence of the Alumni Association
- Coordinate, in conjunction with the Alumni Executive Board the participation of Alumni members in annual SkillsUSA Massachusetts events and conferences as volunteer staff.
- Coordinate, in conjunction with the Alumni Executive Board Alumni Association events for Alumni members and potential members.
- Seek to continuously improve the functions, procedure, and purpose of the Alumni Association to benefit SkillsUSA Massachusetts.
- Develop, implement, and maintain all aspects of an alumni relations program. This can include:
 - Development of the alumni relations program
 - Understand what may be important to alumni of different generations and be able to work across generational differences
 - Work with the Alumni Executive Board to produce quality alumni communications
 - Establish and maintain alumni fundraising
 - Welcome newly graduated alumni into a 'Graduate Council' and help them make the transition into service as an alumni volunteer at conferences and events.
 - Help with career development for graduating seniors, young alumni, and all other alumni who are seeking employment by providing job referrals and networking opportunities.
- Attend meetings of the SkillsUSA Massachusetts Board of Directors (September, October, December, January, March, May, (July optional)

Tips for Alumni Advisor

- Determine which mode(s) of communication works best when interacting with Executive Board members (email, phone calls, in-person meetings, etc.).
- Use the former Alumni Advisor and Immediate Past President as resources.
- Assist the Alumni Association in regularly setting realistic goals and reviewing progress.
- Respond to all questions and requests for help in a timely manner.
- Create a trusting relationship with State Staff, Board of Directors, Alumni Executive Board and Alumni Association members by building rapport.
- Challenge the Alumni Association to grow and develop and then support them in their endeavors.
- Know what the Executive Board and Alumni members expect from you as an advisor and make clear what you expect from them members.

QUALIFICATIONS:

EDUCATION:

Bachelor's Degree in education, business or equivalent combination of education and credible experience required.

MINIMUM QUALIFICATIONS:

- Alumni Association Member for at least 3 years.
- Service on the Alumni Executive Board, a plus.
- Expertise in teaching or training in an education setting
- Expertise in computer skills including Microsoft Office Suite, and other data base software
- Demonstrated ability to learn the SkillsUSA Alumni Association's history, roles and expected culture
- Demonstrated creativity and forward-thinking
- Close attention to detail
- Demonstrated superior organization skills
- Excellent interpersonal and communication skills
- Ability to work independently and set priorities

PREFERRED QUALIFICATIONS:

- Education and/or credible experience with non-profit management, career, and technical education and SkillsUSA preferred
- Personal qualities of integrity, work ethic, professionalism, adaptability/flexibility and motivation and a commitment to and passion for the SkillsUSA Massachusetts mission.

CONTACT INFORMATION:

Interested persons should send a resume and cover letter to:

SkillsUSA Massachusetts, Inc.

Karen Ward

kward@maskillsusa.org
