



Student Alumni Association

The Student Alumni Association (SAA) is a student-based organization within the Sacramento State Alumni Association (SSAA) which forges lifelong connections through distinctive student experiences and alumni engagement.

Leadership Title: *Vice President of Communication and Publicity, Student Alumni Association*

Compensation: : \$500 stipend per semester, Sacramento State branded attire, and being part of a team that is dedicated to enhancing the Hornet experience, during and after college.

Time Commitment: 3 -5 hours a week (schedule will be finalized with supervisor)

Leadership Position Description: Under the direction of the Student and Recent Graduate Engagement Officer, the SAA Vice President (VP) of Communication and Publicity will be responsible for communicating to the campus community and alumni about upcoming events and activities through social media outlets. In addition, the SAA VP of Communication and Publicity will ensure that all programs are captured digitally and organized into a digital file system. The VP of Communication and Publicity will collaborate with fellow SAA officers to ensure program success, with a focus on the following components of the SAA's mission:

- Oversee and develop content for all social media platforms in addition to a semesterly e-newsletter
- Design fliers and other materials to promote SAA around campus
- Actively promote SAA membership and help other SAA Board members to do the same
- Work with VP of Events and Activities to promote upcoming events and activities
- Work with VP of Community and Campus Relations on campus promotion opportunities
- Attend all SAA BOD meetings
- Prepare and execute post-event/activity communications, such as:
 - Thank you card to alumni that helped
 - E-mails to student that attended
- Work with SSAA to contact students that are not SAA members
- Ensure that photos are taken at all SAA activities
- Prepare an annual scrapbook or photo album record of SAA activities each year
- Table at events such as Orientation to encourage students to join SAA

TO APPLY: Complete our application at https://sacstatealumni.formstack.com/forms/saa_nomination and be sure to upload your most recent resume.

Review of applications will begin October 6. Students will be contacted via email.