



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 Events and Activities, 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 Events and Activities will be responsible for working in collaboration to plan and oversee SAA events and volunteers. In addition, the SAA VP of Events and Activities will work closely with the VP of Communications and Publicity to effectively promote events and activities to the campus community. The VP of Events and Activities will collaborate with fellow SAA officers to ensure program success, with a focus on the following components of the SAA's mission:

- Plan and oversee all SAA events, including but not limited to:
 - Fall Kick-off event (September)
 - Spring Kick-off event (February)
 - Dance Marathon (October)
 - Thank-a-thon (once per semester)
 - Collaborate on Career Buzz, Mocktail Party, Cap Decorating, Dinner with 12 Hornets, etc.
- Develop new events as needed and desired by SAA membership
- Oversee all program/event logistics such as space reservation, catering, event theme, etc.
- Ensure all SAA events are on time and executed in a professional manner
- Track event RSVPs or sign in lists and pass attendee lists on to SSAA for notation in database
- Attend all SAA BOD meetings
- Initiate meetings with SSAA staff as needed to plan events and activities
- Serve as main contact for alumni and students who have questions about SAA events and activities
- Work with the VP of Communications and Publicity to market/promote events and activities
- Conduct activities focused on growing SAA membership
- 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.