



Charles Sturt
University

Work Placement Position

Charles Sturt University: Advancement Office Alumni Relations Assistant

The Office for Advancement is responsible for raising, maintaining and advancing the national and international profile of the University in the areas of fundraising and alumni relations.

The Office aims to secure philanthropic support by building mutually beneficial relationships which increase understanding of, and support for, its goals and objectives among its key constituents, including alumni and friends, government policymakers, the media, corporations, foundations, members of the community and philanthropic entities of all types.

To find out more, visit csu.edu.au

Subject:	Session 1 (30): BUS220 (70hrs), BUS370 (120hrs) Session 2 (60): BUS110 (35hrs), BUS370 Session 3 (90): BUS110, BUS220
Specialisation:	Event Management, Management, Marketing, Project Management
Location:	Albury, Bathurst, Wagga Wagga
Availability:	Multiple positions

This placement can be based on Albury, Bathurst or Wagga Wagga campuses and provides a great opportunity to gain experience in the area of organisational fundraising and alumni relations.

- The key program of work for the role include:
- Developing marketing and engagement plans.
 - Developing communication ideas and initiatives for engagements.
 - Developing fundraising ideas and initiatives.
 - Prospect research across social media and other platforms.
 - Events management - alumni and donor events.
 - Assisting with the planning and project management of key projects
 - Supporting office activity through the provision of advancement services.

Further Information:

Successful applicants will have the opportunity to work as part of a small team designing and implementing projects and initiatives to engage current students, staff, alumni, donors and the broader community in the work of the Advancement Office.

This program of work is designed to provide insight into the growing Advancement profession while providing on the job experience in a business setting. The tasks are current projects that will shape the experience of our alumni body and other friends of the university.

How to Apply:

Email Cover Letter, Résumé, Academic Transcript and [Authority to Disclose Information](#) to Manager, Workplace Learning, Faculty of Business, Justice & Behavioural Sciences business-wpl@csu.edu.au.

Closing Date:

[Closing Date](#)
