
OAKLAND UNIVERSITY
PROJECT UPWARD BOUND COLLEGE PREP ACADEMY
South Foundation Hall Rm 261; 308 Meadow Brook Road
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SUMMER STUDENT CAMPUS CORPS - **PUB ALUMNI RESEARCH ASSISTANT**

PROJECT DESCRIPTION:

The Council for Opportunity in Education (COE) in Washington, DC is asking TRIO programs across the nation to organize alumni into chapter alumni associations for the purposes of advocacy and networking. This research project is to compile current information on a potential membership pool for the OU-PUB Alumni Association whose members would then be eligible for membership in the National TRIO Alumni Association. To accomplish this, PUB needs to track down as many of its alumni as possible dating back to 1967. A dedicated position is needed to provide the consistent focus required to accomplish this mission.

DATES: May 1, 2017 – August 27, 2017

DAYS/HOURS OF WORK: Mon - Fri, 8:00 a.m. – 5:00 p.m.

COMPENSATION: \$11.00/hour

PURPOSE/RESPONSIBILITIES

- Using historic information as a starting point, search various sources to locate PUB alumni.
- Secure current contact, educational attainment, and career status information on alumni.
- Create an electronic format (database or spreadsheet) in which to accumulate and store alumni contact, education, and career information in an electronic format.
- Solicit alumni profiles (electronic form already exists) from contacts, monitor website for submissions, and store profiles electronically.
- Create an electronic layout to publish a volume of alumni profiles.

REQUIREMENTS

- Meet SSCC criteria
- Mastery of Standard English (usage, punctuation, composition) in oral and written forms
- Working knowledge of telephone etiquette; ability to use standard landline instruments
- Working Proficiency of Windows and Microsoft Office 2016 – especially Access or Excel and Word (Publisher is a plus)
- Productive Proficiency manipulating Internet and Social Media sites for tracking
- Ability to organize and store information in a format that can accommodate multiple uses/reports
- Ability to effectively work autonomously and still meet deadlines and goals
- Physical ability to sort through, search, and read historic files and paperwork to identify information that is useful for purposes of this project
- May require some operation of camera and/or video

**VISIT OUR WEBSITE AT WWW.OAKLAND.EDU/UPWARDBOUND TO
COMPLETE & SUBMIT AN ONLINE APPLICATION.
ALSO EMAIL YOUR COVER LETTER & RESUME TO PUB@OAKLAND.EDU
PLEASE STUDY THE PUB WEB SITE PRIOR TO A SCHEDULED INTERVIEW.**