

## **Class Correspondent**

### **General Description:**

Class Correspondents liaison between alumni in their degree program (including individuals who graduated within five (5) years of each Class Correspondent) OR graduating class and Wentworth Institute of Technology. You will collaborate with the Office of Alumni Relations on effective communication to alumni through email, phone calls, social media, and surveys. The communication between the Class Correspondent and their classmates will be a two-way street, initiated by the Correspondent to 1) keep classmates engaged with Wentworth and update them with what's happening on campus, and 2) gather updates including contact information, employment, and achievements.

### **Tasks & Duties:**

- Gather and report life and/or career updates, achievements, honors, awards, advanced degrees, etc. that enhance the visibility of Wentworth graduates to be included in regular class notes sections on the Wentworth Alumni website, in newsletters and magazines, and on social media.
- Encourage classmates to stay connected with Wentworth by attending regional and on-campus events.
- Serve as a central collection source for news from your classmates year-round.
- Maintain multiple forms of correspondence with classmates and facilitate updates for the university database to ensure accurate contact information for alumni.
- Assist Office of Alumni Relations with event communication as needed.
- Gather and update updated personal and business contact information for classmates.
- Maintain confidentiality of alumni contact information.

### **Qualifications:**

- Current e-mail address and phone number on file with the Office of Alumni Relations.
- Good organizational and writing skills.
- Strong interest in ongoing active engagement with Wentworth.
- Willing to encourage alumni to become more or continue to stay involved.
- Self-motivated.
- Available time.
- Ability to identify, recruit, and delegate communications to key contacts in the class.
- Energy and enthusiasm for communicating all things Wentworth to classmates.
- Satisfaction in keeping classmates and Wentworth in the loop electronically and otherwise.
- Willingness to make an annual donation to the university.

### **Time Commitment:**

- Typically 1-2 hours per month, up to 4 hours per month leading up to a reunion or major event.

### **Support:**

You can contact the Office of Alumni Relations at 617-989-4156 or at [alumni@wit.edu](mailto:alumni@wit.edu) with any questions.