



Job/Position Description

Alumni Engagement Representative (Part-Time)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, at least three personal references, and your salary requirements. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until the job is filled.
- Interviews will begin as soon as qualified applicants are identified and will continue until a hiring decision is made.
- Position is to be filled as soon as possible.
- Ideal start date: January 1, 2022 or before.

We will NOT check personal references or contact present and past employers without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer, and we will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

JOB TITLE: Alumni Engagement Representative

JOB'S OPERATING GROUP : Advancement Office

OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES:

JOB'S DEPARTMENT: Advancement Office

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES:

JOB'S DIRECT SUPERVISOR: Michelle Dolan, Director of Development and Stewardship

JOB'S EMPLOYMENT STATUS: Staff, Part-Time, At-Will

JOB'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring, based on the applicant's qualifications and experience. Part-time employees are not eligible for benefits.

POSITION INFORMATION

JOB SUMMARY: The Alumni Engagement Officer is a strategic professional and creative leader, responsible for the assisting with the direction and execution of alumni gatherings and communications. The officer collaborates with the university community in the planning and execution of successful university events, providing key expertise and strategies for events to support important university functions involving alumni, donors, community leaders and VIP guests.

KWU is seeking an outgoing, organized, seasoned events professional who understands the importance of relationship management and values the small details that make a big difference to event outcomes. Working with Advancement staff, the successful candidate will focus on new ways to engage alumni and deliver outstanding experiences for guests.

JOB WORKS WITH: Advancement team of 6-8 individuals, as well as other university departments. Acts as a key liaison to the Alumni Council, comprised of 20 volunteers, as well as faculty and staff across campus. This includes athletics and fine and performing arts.

JOB'S STAFF AUTHORITY: Indirectly with graduate assistant and student assistants.

JOB'S BUDGET AUTHORITY: None

JOB'S PHYSICAL WORKING CONDITIONS: Approximately 5% of the time in a temperature-controlled office; 95% at events, in meetings or donor events.

JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: University's phone system, computer, university alumni data base system as needed.

POSITION'S WORK SCHEDULE: A flexible work schedule of approximately 25 hours per month (on average) over the course of one year, including nights and weekends at university events.

TRAVEL REQUIREMENTS: Alumni gatherings in Kansas and Missouri.

POSITION RESULTS, BEHAVIORS, AND PERFORMANCE MEASURES

JOB'S ESSENTIAL DUTIES:

- Act as an assistant liaison between the alumni and the University.
- Promote the KWU Alumni Associations; plan and implement ideas to improve engagement.
- Build relationships with key volunteers to support alumni and parent programs throughout the year.
- Serve as ex-officio member of the Alumni Council and work administratively for Council president.
- Attend all Council meetings and report activities to Advancement. Support the Council in the Alumni Awards decision-making processes.
- Serve as an ambassador for KWU, focusing on the positive movement of the university.
- Assist in the development of strategies to market events to alumni, focusing on engaging new segments of the alumni population (including social media and electronic platforms). Work with the MARCOM staff as needed for implementation.
- Attend bi-weekly meetings with the Advancement office, and other campus meetings if requested.
- Assist in the planning and execution of alumni events, as well as high-profile events including arranging
 - Night with the Yotes (August)
 - Homecoming & Family Weekend (September/October)
 - Board of Trustee Dinners - if requested
 - President's Pavilions (September, October, November)
 - Christmas by Candlelight (December)
 - President's Open House and Special Receptions
 - Scholarship Gala and Spring Alumni, Community, Family Weekend (April)
 - Pioneer Society Social (June)
 - Special Dinners as needed
 - Alumni Chapter Events
 - Hall of Fame
 - And more.....

JOB'S OTHER DUTIES

PERFORMS OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY THE JOB'S SUPERVISOR.

JOB'S PERFORMANCE MEASURES AND STANDARDS: Actual performance standards for each measure will be set at least annually after consultation between the job holder and their direct supervisor, based on the job holder's existing qualifications and experience.

- Successful organization, management, execution and follow-through of special events.
- Assist in measuring success of marketing initiatives, resulting in increased annual attendance and engagement of new alumni
- Positive relationship management with alumni council volunteers and with key campus constituents

- Recruit and equip volunteers to provide leadership to the Alumni Council and to Council and chapter events with minimal staff support.

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Bachelor's Degree
- PREFERRED: Master's Degree

CERTIFICATIONS AND LICENSES:

- MINIMUM REQUIRED: None

WORK EXPERIENCE:

- MINIMUM REQUIRED: 1-2 years of event planning experience with progressive responsibilities including developing effective event marketing strategies and logistics, working with event vendors, negotiating contracts, working with high-level constituents
- PREFERRED: Higher Education

OTHER:

- Kansas Wesleyan University graduate

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES :

- Meticulous attention to detail
- Excellent verbal, written and interpersonal communication skills
- Creative problem-solving skills
- Ability to present a professional image and strong work ethic
- Ability to multi-task
- Passion for customer care
- Ability to exercise sound judgment, remain calm and pivot smoothly under pressure
- Strong organizational skills and ability to attend to multiple tasks
- Ability to work with a team as well as independently
- Ability to travel
- Competency with standard Microsoft programs, LinkedIn and other social media platforms

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.