WESTMONT COLLEGE

Current Student and Young Alumni Outreach Coordinator
Alumni and Parent Relations

Position Summary
The Coordinator plans and implements programs for current students and recent graduates with the goal of creating early class identification, deepening alumni interest in and support of the College and provides personal and professional resources to young alumni. Provides leadership to select programs and communications involving the parents of current students.

Qualifications
Requirements include: a Bachelor’s degree, preferably in the liberal arts, minimum of 2 years, 3-4 years preferred, post-graduate work experience in a related field; personal support for the Christian character and mission of the College and clear understanding of and ability to articulate the distinctives of a Christian Liberal Arts education; strong interpersonal and organizational skills, creative programming skills, ability to make effective oral presentations; experience managing volunteers; self motivated; detail-oriented; and developed technical skills. Web-editing experience is desirable. Westmont alumnus/a highly desirable.

Responsibilities

- Develop a creative and dynamic Young Alumni Program that focuses on alumni in their first 10 years after graduation. Elements may include: data collection, e-newsletters, regional activities for young alumni, and development of an Young Alumni Advisory Group.

- Focused attention to career needs and networking opportunities for young alumni required. Collaborate with the Life Planning office to effectively engage their services for young alumni.

- In consort with Sr. Director of Alumni and Parent Relations, develop marketing and strategic plan for Young Alumni program.

- Develop a Student/Alumni Association (SAA) with the goal of creating strong ties of current students to the college prior to graduation. Creatively engage and educate students about the need for and benefits of strong alumni involvement. Activities may include: researching like associations and creating a strategic plan related to an SAA; participating with admissions in student send-offs and other programs contributing toward the overall departmental goals related to early class/college identification.
• Identify meaningful ways to develop class identity among current students. Provide leadership for and execute all class related events for current students such as but not limited to: Sophomore Mugging, Junior Registration, Senior Fair, December Graduate Dinner, Parents Weekend, and Orientation. Leadership may include coordination of volunteers, facility usage, publicity, contracting with vendors and venues, and assist with student recruitment and training.

• Develop First Year Parents Support Net e-mail newsletter with volunteer assistance. Ensure that newsletter articles are contributing towards the overall departmental goals and objectives.

• Provide leadership for First Year Parent’s weekend held in the Fall.

• Assist with office wide programs such as homecoming and orientation as needed.

• Active utilization of the Web and new technology in all communications. Assist office in discovering and implementing cutting edge Web based communications with alumni and parents designed to build personalized, integrated and strategic relationships between the college and alumni and parents

• Perform other duties as assigned

• Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; willingness to work as a team and to assist in projects wherever needed; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

Reports to: Senior Director of Alumni and Parent Relations

06.2011