

Posted: 04/23/2021

Hourly range: \$18.00-\$19.50

Status: Non-Exempt, Part-time (20 hours per week)



The College of Idaho invites applications for an **Alumni and Parent Engagement Coordinator**. This position will be responsible for supporting the Alumni & Parent Relations team by cultivating and stewarding alumni through personal meetings, strategic programming and signature events.

### **Essential Functions**

- Assist with Alumni, Parent, Student Relations events. Help to plan, implement, and increase engagement for diverse alumni, parent, and student groups. This includes signature events such as Homecoming & Family Weekend, Commencement Reunions, and Yotes Night Out, as well as athletic tailgates, regional events and value-added programming. *Expected to understand all of the components of an event, and communicate with stakeholders, staff, and onsite vendors, facilitating organization of logistics and activities. Participate in the set-up and breakdown of all events.*
- Cultivate significant alumni/parent/student contact and engagement. Embrace a leadership role in Alumni and Parent Relations (along with director) to identify, cultivate, and maintain relationships with alumni and parent constituents so they will become long-term partners with The College of Idaho. Conduct at least 5-10 visits per week with alumni/parents/students representing our diverse group and send personal thank you notes to each. Complete the officer tracking form on a regular basis to note purpose and results of each visit. Strategically collaborate with campus leaders and college relations staff.
- Collaborate with team members to assist with alumni & parent communications and alumni website as needed.
- Assist with general office administrative tasks. Present a consistently positive and enthusiastic perspective; maintain a professional work area; provide a high-touch, customer-friendly response to questions, concerns and requests for information from alumni.
- Thrive in an atmosphere that requires flexibility and a clear focus to the goal, self-initiative and constant collaboration, sincere attentiveness to every stakeholder, and a talent for maximizing diverse job tasks.
- Contribute to the team success through actions, attitude, and results.
- Complete other duties as assigned.

### **Knowledge, Skills, and Abilities**

- Proficient in the use of Microsoft Office Suite, database software, and internet applications
- Excellent communication skills, both oral and written, in English
- Demonstrated ability to cultivate working relationships with College staff, faculty, administration, constituents and volunteers
- Ability to maintain an exceptional level of customer service
- Must be high-energy, goal-oriented, and possess excellent interpersonal skills
- Demonstrate ability to prioritize and manage multiple projects with frequent interruptions and under time constraints with professionalism, speed and accuracy.
- Ability to see “the big picture” and manage multiple components to ultimately reach established goals.
- Possess excellent organizational skills
- Must be self-motivated and able to complete projects efficiently and to a high standard of quality.
- Must be extremely detail-oriented while adhering to guidelines, performance standards and policies
- Must be able to establish meaningful relationships with prospective students, parents, and alumni of varying ages.

- Ability to walk to College venues across the campus, lift and carry 40 lbs., walk up/down flights of stairs, and sit for long durations

### **Qualifications**

- Bachelor's degree required.
- A minimum of two years event management experience across sectors of a for-profit or non-profit organization. Experience in college relations is beneficial.
- Preference will be given to College of Idaho alumni.
- Demonstrated ability to develop and sustain working relationships with a wide variety of alumni and parents.
- Working knowledge of ERP system such as Ellucian Colleague or equivalent CRM experience preferred.
- Must be able to work non-traditional hours such as weekends and evenings.
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho.

Candidates meeting qualifications listed above should submit a cover letter addressing their qualifications for the position, a current résumé, and the names and contact information of three (3) references, two (2) management and one (1) professional to [hr@collegeofidaho.edu](mailto:hr@collegeofidaho.edu). Application review will begin immediately; applications will be accepted until suitable candidates are selected.

With over 125 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an inclusive community of exceptional learning that challenges the ambitious and forges pathways to success and purpose. To learn more about The College of Idaho, please visit [www.collegeofidaho.edu](http://www.collegeofidaho.edu).

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce. [Our Representation, Inclusion & Equity Statement](#)