

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position - **Assistant Director for Alumni Engagement and Mentoring**

Preparation Date: March 2024

Function of Position:

The Assistant Director for Alumni Engagement and Mentoring plays a pivotal role in fostering meaningful connections between current students and alumni, thereby enriching the overall college experience. This donor funded position focuses on creating and sustaining an alumni mentoring program that enhances career development, encourages internships, and provides valuable advice to our students. Additionally, the assistant director will spearhead programming initiatives, including employer engagement events, job shadowing opportunities, and alumni-to-alumni connections, to provide students with hands-on exposure to various professions and foster a robust alumni network, in alignment with the colleges Alumni and Career Connections Initiative. This initiative is a cross division integration between Alumni & Parent Engagement and Career Services.

Principal Duties and Responsibilities:

Alumni Mentoring Program Development:

- Design, implement, and manage a comprehensive alumni mentoring program.
- Create training programs for students and alumni participating in the program.
- Develop and maintain a database of alumni, ensuring a diverse range of industries and professions.
- Cultivate a sense of vocation and calling that encourages students and alumni to think deeply about their professional pursuits, individual passions, and sense of community.
- Develop and implement communication strategies to engage students and alumni.

Student to Alumni Connections:

- Facilitate events, workshops, and networking opportunities to connect students with alumni, creating platforms for mentorship, career guidance, and vocational discernment.
- Collaborate with academic departments to integrate alumni into classroom settings, providing real-world insights and industry perspectives.
- Implement Orange Connection job shadowing opportunities by connecting alumni to students for firsthand experiences in their desired fields.

Alumni to Alumni Connections:

- Develop and organize Knights Connect events to encourage professional networking among alumni, fostering connections that extend beyond graduation.
- Facilitation seamless data distribution among alumni networks, ensuring timely and accurate information sharing.

Employer Engagement Events:

- Plan and execute employer engagement events, connecting alumni with current students to provide insights into industry trends, employment opportunities, and professional development.
- Collaborate with local, regional, and national alumni to create partnerships that benefit both students and the broader college community.

Programming Initiatives:

- Organize and execute programming initiatives, such as panel discussions, workshops, and seminars, that showcase the professional journeys of alumni and provide students with valuable insights.

- Collaborate with relevant campus departments to integrate alumni and career-related programming into the overall student experience.
- Work closely with Institutional Advancement to encourage alumni giving, supporting scholarships, programs, and campus enhancements.

Metrics and Reporting:

- Establish and track key performance indicators (KPIs) to assess the effectiveness of the Alumni and Career Connections Initiative.
- Prepare regular reports on program outcomes, alumni engagement metrics, and fundraising efforts.
- Perform other related duties as assigned.

Supervision:

Employee is expected to demonstrate initiative and pursue completion of all objectives set by the Director of Alumni and Parent Engagement, planning, and prioritizing their own work and resolving unusual cases in consultation with their supervisor.

Minimum Qualifications:

While a bachelor's degree with a minimum of 3 years of relevant experience is the standard requirement, we welcome and encourage candidates with diverse life experiences to apply. We believe in considering a broad range of perspectives and backgrounds during our review process. Your unique journey and skills are an asset to our community, and we are committed to fostering an inclusive and equitable environment for all.

Previous experience in alumni relations, student affairs, or related areas is a plus. Must possess strong interpersonal and communication skills, the ability to work collaboratively with diverse stakeholders, including students, alumni, faculty, and staff and demonstrated project management and organizational skills. Work, including travel, is required on nights and weekends as necessary to fulfill position duties.

Application Procedure:

Send a letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until the position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.