Job Description
Assistant Director for Young Alumni and Student Programming

Young Alumni/Volunteer Engagement:
- Responsible for the engagement of Young Alumni (1-10 years out) in all facets of Alumni Relations programming to foster their life-long relationship with their alma mater;
- Assists in the recruitment of Young Alumni and planning of activities in the Bishop PRIDE (Target Cities) regions
- Assist with Homecoming with primary responsibility for student and young alumni programs at Homecoming;
- Recruit volunteers for the 5th and 10th reunions for Alumni Weekend
- Develop positive relationships and open communications with the 5th and 10th reunion volunteers
- Coordinate and plan the 5th and 10th reunion throughout the planning cycle
- Contact alumni on the many questions related to unclear/incorrect registration, merchandise, etc.
- Assist planning committee members to develop strategic plans to encourage attendance at reunions
- Special Mailings and email promotion

Alumni Admissions Program:
- Responsible for the management of the Alumni/Parent Admissions Recruitment Team (A/PART),
- Serve as the Alumni Relations liaison to the Admission Committee of the Alumni Board of Directors and coordinates their national efforts by communicating the responsibilities as the “national steering committee,
- Identify and recruit new A/PART volunteers as needed; properly record the volunteers in the Volunteer Module of RE,
- Assist in college fair coverage as requested, alumni/parent participation in regional, admissions events, alumni/parent participation in on-campus visit programs, and yield efforts,
- Disseminates the A/PART e-newsletter as created by the national steering committee,
- Maintains the online support resources for A/PART volunteers – manuals, materials, etc.,
- Helps to coordinate Legacy Recruitment efforts,
- Develop marketing and communication plan/materials for “Baby Bishop” initiative,
- Gathers and disseminates enrollment data from the OWU Office of Admission,

Young Alumni/Student Programs
- Coordinate and manage programming specifically designed for students to foster an understanding of Alumni Relations and the life-long relationships student can develop with their alma mater;
- Create at least one(1) annual event for each class year to increase understanding and image of the Alumni Association; Coordinate the annual luncheon/reception for the Senior Class;
- Serves as the primary liaison with the Office of Career Services to coordinate with the annual Munch and Mingle program (during Homecoming) for all students; and other programs such as the student Speed Networking event and the Dinner with 12 Stranger events; and to assist with the promotion the “Bishop Network” online career development/mentoring (or other online career initiatives),
- Manage the Graduating Class Trustee Election annually;
- Serves as a co-advisor to the Senior Class Counsel
- Serves as the University Advancement Representative to WCSA
• Manages the OWU Legacy Internship Program and one intern who assists with the program

Other:
• Assist with the research of merchandising for the needs of Alumni Relations;
• Assist the Associate Director of Alumni Relations - Events with development of online registration pages and event preparation;
• Maintains the Young Alumni presence on the University Advancement Website and Social Media platforms
• Shares rotating responsibilities for the “Bishop Banter “ alumni monthly e-newsletter
• Monitors and evaluates young alumni volunteer activity and recommends alumni for increased involvement;
• Assists with and attends appropriate Alumni Association, Alumni Relations, and University Advancement events;
• Serves as committee(s) liaison to of Alumni Association Board of Directors as necessary and determined by the director;
• Work within the fiscal budget when planning and implementing programs;
• Work and participate as an effective member of the overall team;
• Perform other related duties for Alumni Relations as assigned.