OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: Alumni Engagement Management Coord.

DEPARTMENT: University Advancement - Office of Alumni Relations

STATUS: Regular Full-time (38 weekly hours)

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.

- Bachelors degree. Preferred Oakwood alum but not necessary.
- Advanced computer skills with MS Office (Word, and Excel, Ability to work with a variety of peers and supervisors. One-three years database entry, special events and/or
- exosed to alumni engagement. Excellent attention to detail and ability to meet deadlines.
- Ability to manage multiple complex tasks and or projects simultaneously while addressing the needs of the office. Ability to maintain composure under pressure.
- Highly organized with the ability to multi-task several events at the same. Self-starter with good interpersonal problem-solving and analytical skills.
- Ability to anticipate needs, see opportunities and use good judgment in dealing with confidential information.
- Ability to analyze and review operational procedures, identity problems areas, etc.

BRIEF DESCRIPTION OF DUTIES:
- Assist in managing all alumni engagement meetings, events, and scheduling.
- Assist the Director for Alumni Relations with planning and coordination of alumni engagement.
- Act as intermediary for the Director of Alumni Relations, interacting with officials, staff and public.
- Receive and screen incoming phone calls, visitors, correspondence. Work independently.
- Compose, proofread, edit and prepare correspondence and donor acknowledgment letters.
- Make calls to alumni regarding engagement opportunities with various alumni initiatives.

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- Ensure the timely acknowledgment of all gifts, such as Reunion Honor classes, Ignite 10, etc.
- Manage follow up correspondence and record keeping of invoices and filing.
- Perform other related duties as assigned.

SALARY:	Commensurate with education and experience
POSTING DATE:	**November 2022**
CLOSING DATE:	**Opened until Filled.**
HOW TO APPLY:	==**Interested persons must submit employment documents electronically**==:

- Download the application **in Google Chrome**
- Open application **in Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

Completed Employment Application
Vita/Resume
Copy of Degree/transcript

Email: Hroffice@oakwood.edu

Oakwood University participates in **E-Verify**

OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER

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