



Job Description

Job Title:	Alumni Engagement Coordinator		
Department:	Alumni Relations	Job Type:	Full-Time
Location:	Vermillion	Pay Type:	Hourly Non-Exempt
Reports to:	Director of Alumni Engagement	Travel:	25%

Mission

Inspire investment in the University of South Dakota by promoting a culture of leadership, empowerment, and accountability.

Vision

Life-long engagement of alumni to advance the University of South Dakota.

Values

- Y Humility:** not thinking less of yourself but thinking of yourself less.
- O Collaboration:** to be cooperative and work well with others.
- T Innovation:** combining creativity and risk-taking to develop something new and different.
- E Respect:** believing other people, no matter how different from you, are worthy of your consideration and trust.
- S Service:** a focus on enriching the lives of others.

Position Summary

As a key member of the Alumni Relations team, the Alumni Engagement Coordinator supports the needs of alumni, students, and friends of the University through programs, services, communications, events, and volunteer engagement. This position is responsible for supporting a variety of projects and initiatives, with a strong focus on event planning, executing events, assisting with volunteer engagement, and supporting communication initiatives.

Essential Duties and Responsibilities

- Organize, plan, and execute all aspects of day-to-day alumni relations events.
- Coordinate, execute, and assist with major University alumni events, including Dakota Days, Unleash Your Legacy, Unite for USD, class and constituent group reunions, distinguished alumni awards, alumni outreach, alumni recognition, and other events.
- Assist the Director of Alumni Engagement in the activities of the Alumni Association and Student Alumni Association Board, including special events, programs, and volunteer opportunities.
- Act as an advisor to so serve the Student Alumni Association providing support and oversight of all activities and initiatives that involve the organization.
- Assist with volunteer engagement through social ambassador programs and campus partnership to support the goals of the USD Foundation, USD Alumni Association and the University of South Dakota.
- Serve as an enthusiastic promoter of the history, tradition, and pride of USD to internal and external constituencies.
- Thoughtfully and strategically collaborate with other members of the USDF team, University partners, faculty, students and friends of USD to generate ideas and engagement opportunities.
- Collaborate effectively and efficiently with internal and external partners and champion a culture of cross-functional teamwork.
- Support alumni engagement communication strategies.
- Serve as a spokesperson and advocate for alumni relations within a diverse group of constituencies.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree in business, marketing, communications, or related field.
- One to three years of professional experience in a fast-paced work environment including hospitality, higher education, marketing, communications, or related field.
- Valid driver's license and safe driving record.

Required Skills and Abilities

- Excellent written, verbal communication skills and active listening skills with strong attention to detail.
- Excellent organizational and interpersonal skills, including the ability to manage multiple projects, meet deadlines and work in a fast-paced environment.
- Strong strategic thinking, analytical, and organizational skills with the ability to plan, execute, and follow-through.
- Proficient in Microsoft Office Suite or similar software.
- Highly professional and positive demeanor, with the ability to confidently present themselves to high ranking University officials and donors.

Physical Requirements

Position requires sitting, standing, bending, reaching, and some lifting. Requires manual dexterity enough to operate standard office machines such as computers, telephones, and other office and clerical equipment. The normal range of hearing and vision is required.

Employee Statement of Understanding

The information contained herein is not intended to be an exhaustive list of duties and responsibilities related to this position, nor is it intended to serve as an exhaustive list of required skills and abilities. Duties and responsibilities may be modified, assigned, or reassigned, with or without notice, and for any reason, including, but not limited to, reasonably accommodate individuals with disabilities. Regular attendance is a requirement of this position. This position is strictly at-will, meaning the University of South Dakota Foundation expressly reserves the right to terminate employment at any time, with or without reason, notice, or cause. This at-will employment relationship will remain in full force and effect notwithstanding any changes that may occur in position, title, pay or other terms or conditions of employment. The University of South Dakota Foundation is an Equal Opportunity Employee.
