



Graduate Coordinator for Student & Alumni Engagement

Office of Alumni Engagement (OAE) University Advancement

The University Advancement Office is committed to creating an anti-racist environment that addresses and works to eliminate inequities and all forms of oppression, while celebrating different cultures.

We are looking for like-minded team members from diverse backgrounds who demonstrate knowledge and understanding of the complex issues surrounding implicit bias, and other systemic oppressions, as well as a commitment to the university's mission, vision, and values, with the goal of developing an equitable and inclusive work environment.

Position Summary

Under the supervision of the Assistant Director for Student & Young Alumni Experience, the Graduate Coordinator for Student & Alumni Engagement supports the mission of the Seattle University Alumni Association (SUAA) – to create authentic relationships, built on trust, that support Seattle University and the alumni community of 80,000+ throughout their lives as needs inevitably change.

As an active member of the Engagement team, the Graduate Coordinator will implement best practices from student development theory to strengthen the student-to-alumni pipeline at Seattle University. They will be responsible for supporting the work of this team to design and improve existing programming focused on building reciprocal relationships between current students, campus partners, and alumni. The Graduate Coordinator will lead content development and assist with program coordination for the social and philanthropic education Redhawk Reach workshop series in collaboration with student alumni ambassadors and campus influencers. In addition to supporting OAE, the Graduate Coordinator will support other functions within University Advancement – specifically, as it relates to Annual Giving campaign planning, execution, events, and programs.

Anticipated Learning Opportunities

- *Enhance leadership and collaboration skills* through working with diverse volunteers
- *Gain experience in event planning* and program development, coordination, and execution
- *Develop skills in utilizing assessment and evaluation* to improve programming for students and alumni
- *Strengthen communication skills* by providing peer education to support students understanding and awareness of university philanthropy
- *Advance ability to foster inclusive community* with students, alumni, campus partners, and community members

Essential Responsibilities

Student & Alumni Engagement programming design and execution (70%)

- Partner with the Assistant Director of Student & Young Alumni Experience to identify, develop, and implement strategies to promote campus pride & tradition, and foster student-alumni relationships
- Lead content development for the Redhawk Reach workshop series designed to provide peer-to-peer philanthropic education.
- Support the student alumni ambassador and campus influencer programs, as needed
- Collaborate with student alumni ambassadors and other student leaders to develop and coordinate enduring campus programs.
- Work with the OAE team to develop mechanisms of assessing and evaluating outcomes and student and alumni feedback to inform planning and programming

Annual Giving (20%)

- Act as a primary liaison between school and unit area representatives and development officers to manage SU Gives areas of support.
- Learn and use Gravyty platform, the site that supports SU Gives; prepare and provide web updates, ensure that content is accurate and compelling.
- Contribute to the coordination of challenges – communications, tracking of this, reporting and auditing, quality control.
- Provide day-of support and management during the 24-hour day of giving itself, including helping to develop activities and promotion for the on-campus “headquarters” that compel students to get involved and learn about the power of philanthropy.
- Occasionally help record brief, impromptu videos of SU faculty, staff and/or students. Prepare videos to be email ready, which will include providing closed captions, name/title slides and compression, where appropriate.
- Assist with other support needed, including developing or editing content; creating or editing content on website, Campaign Monitor, social media, and other digital tools; developing and/or submitting requests for data; tracking and analyzing progress and performance of campaigns.

Additional Duties (10%)

- Participate in designated OAE staff meetings and trainings
- Participate in weekly 1-on-1 meetings with supervisor
- Fulfill evening and weekend duties for programs and events, as necessary
- Commit to learning and understanding the field of alumni engagement, student development, and university advancement

Anticipated Work Schedule

This position averages 20 hours per week, but flexibility is necessary to be successful. The Graduate Coordinator sets their office hours during the week and flexing time (with communication/guidance from supervisor) is encouraged. During some points of the quarter/academic year, the Graduate Coordinator will be asked to assist and support programs (e.g., Fall Welcome, Homecoming Week, Alumni Awards, Seattle U Gives, PhilanthroFEST, Going GOLD, and Commencement season) that will require night and weekend work.

Minimum Qualifications and Skills

- Desire to work with diverse group of undergraduate students and alumni from a wide variety of backgrounds, levels of academic preparedness, and distinct professional and leadership interests
- Demonstrated willingness to apply current studies to the formation of undergraduate students and alumni
- Excellent oral and written communication skills
- Excellent interpersonal skills with students, alumni, volunteers, donors, and campus partners
- Demonstrated flexibility and willingness to perform various tasks and projects
- Demonstrated ability to organize, set priorities, produce accurate work, and meet deadlines

Preferred Qualifications and Skills

- Student leadership experience especially related to community building and program coordination
- Interest in working with alumni communities
- Experience with or knowledge of strategies for promoting volunteer, service, or philanthropic efforts
- Experience with recruitment and continued engagement of students
- Experience with social media and/or digital design tools

Supervisor Contact Information

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