



Corban University
Position Description

Alumni Coordinator

DEPARTMENT: Major Events
REPORTS TO: Director of Major Events
FLSA STATUS: Full-time / Non-Exempt
Revised February 2018

Application process on following page

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: The Alumni Coordinator is the logistics lead for the alumni efforts presented by the university. This position oversees the details of the alumni visitation protocol as well as specific alumni campus and regional events. The Alumni Coordinator contributes to the creation and implementation of a new strategic plan for Corban alumni.

ESSENTIAL FUNCTIONS:

- Design and coordinate on-campus Alumni events (Fall and Spring) that foster connection with alumni, the University and its mission.
- Design and coordinate three regional Alumni events that foster connection with alumni in their local area.
- Design, implement, and coordinate on campus alumni visitation protocol.
- Design, implement, and coordinate special needs protocol that provides assistance to alumni at all major events.
- Prepare and coordinate all details and communications for meetings of the Alumni Advisory Council (AAC)
- Provide support to Alumni Award recipients with communication, speaking engagements, etc.
- Collaborate with Marketing and Development departments in alumni communications plans.
- Coordinate the support of alumni care.
- Encourage recent graduates to maintain engagement and support of the University.
- Establish and build relationships with a wide range of alumni locally, regionally, nationally and internationally.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to connect and engage with people across varying generational spectrums.
- Experience in public relations and special event planning.
- Proficiency in Microsoft Office Suite and understanding of database entry.
- Knowledge of advanced administrative practices that bring order and efficiencies to events
- Ability to maintain strong customer service orientation, using tact and diplomacy in all dealings with university constituencies.
- Skilled listener with excellent verbal and written communication skills.
- Ability to manage multiple priorities under stress with calm demeanor



- Ability to manage conflict in a calming and grace-filled manner
- Excellent organization, presentation, and project management skills.
- Ability to function collaboratively in a team-based environment across multiple departments as well as work independently with self-direction
- Ability to adjust priorities intuitively based on needs of the event
- Strong interpersonal and relational skills
- Ability to protect confidential nature of information

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree preferred
- Corban graduate strongly preferred
- 1 to 3 years' experience working higher education office environment is preferred.
- Availability to work occasional evenings and overnight travel.
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in the institution's Statement of Faith.
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally.

WORKING CONDITIONS: Traditional office environment. Some evening and weekend work will be required based on events scheduled. Some travel may be required to attend events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Corban University is a private comprehensive university of liberal arts, ministry, and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership in all aspects of their work. Corban values and recruits for a workforce that is diverse in gender, age, ethnicity, race, and/or ability, and seeks employees who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission, and core values, Corban exercises religious preference throughout the University. Employees must have a personal relationship with Jesus Christ, agree with the University Statement of Faith, evidence a mature Christian faith, and be an active member of a Bible-believing, Gospel-preaching local church.

To Apply

Interested Candidates please submit the following:

- A cover letter of expressed interest
- Resume
- Brief testimony of your Christian faith
- Completed Corban staff application found on our website: www.corban.edu/employment

Send or email to:
Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503-375-7182

