Position Summary

Under the supervision of the Director for Alumni Engagement, the Graduate Coordinator for Lifecycle Engagement (the Coordinator) supports the mission of the Seattle University Alumni Association – to foster a common bond of pride while sustaining lifelong relationships through world class engagement opportunities and pioneering programs. Working with students, faculty, staff, alumni, and community partners, the Coordinator facilitates students' development as ethical leaders and as agents of change.

The Coordinator will assist with Alumni Association programming, aid in the development of the student-to-alumni transition strategy, and advise the Student Alumni Ambassadors (SAA). SAA serves as a liaison between students and alumni, providing students with leadership and professional networking opportunities in addition to programming events that aid in the student-to-alumni transition and fostering a culture of philanthropy on campus.

A special emphasis will focus on developing the partnership between the alumni and current student populations. This position will support the department's student-to-alumni driven programming initiatives, including assisting in the membership, formation, implementation, and promotion of the SAA program.

Anticipated Learning Opportunities

• Cultivate skills around student advising and the development of a student organization
• Develop ability to navigate multiple priorities from various stakeholders
• Gain experience in event planning, management, and execution

Essential Responsibilities

Student Alumni Ambassador Advising (50%)

• Work with the Director of Alumni Engagement in identifying, developing, and implementing strategies for establishing and maintaining a successful student-led organization committed to promoting campus pride and tradition, and fostering student-alumni relationships.
  • Recruitment and retention of new SAA members to ensure a diverse organization that accurately reflects the current student population
  • Leadership formation trainings for the organization, and creation of workshop opportunities for the development of personal and professional skills
  • Advising the SAA Executive Board and attending designated meetings
• Assist with the selection, training, assessment, and accountability of the SAA Executive Board and
SAA General Council members
• Assist with the planning and implementation of the Fall Retreat, Spring Retreat, and End-of-Year
SAA Celebration
• Attend events as necessary, which includes evening and weekend responsibilities

Lifecycle Programming (30%)

• Represent Alumni Engagement at key student events to increase awareness and promote the
benefits of alumni-student partnerships through SAA, including, but not limited to:
  • Welcome Week programs, Christmas Tree Lighting, Homecoming Weekend, and
    commencement celebration
• Develop cross-campus collaborations and foster cross-campus relationships to build upon the
student-to-alumni transition. This includes, but is not limited to:
  • Family Weekend programming, student-to-alumni transition opportunities, presence at
    commencement brunch celebrations, University traditions
• Collaborate with designated Alumni Engagement staff in assisting with SAA presence at various
University Advancement events and programs. Including, but not limited to:
  • Alumni Awards Celebration, academic school and college alumni events, donor
    stewardship/cultivation events, scholarship donor appreciation events, Alumni Day of Service
• Work with the Director for Alumni Engagement and the Division of Student Development to provide
opportunities for cross-departmental collaboration, emphasizing the student-to-alumni transition and
developing pride among the student body.

Additional Duties (20%)

• Participate in designated Alumni Engagement staff meetings
• Participate in weekly 1-on-1 meetings with supervisor
• Fulfill evening and weekend duties as necessary
• Maintain open and clear communication with the Director for Alumni Engagement and SAA
  Executive Board members regarding recruitment, event planning, and program coordination
• Commit to learning and understanding the field of Alumni Engagement, the SAA program, and their
  respective roles within the University
• Other duties as assigned or desired

Anticipated Work Schedule

This position averages 20 hours per week, but flexibility is necessary to be successful. The
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 Coordinator
will be asked to assist and support programs (e.g., Welcome Week, Homecoming Week,
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, donors, faculty, and staff
• Demonstrated willingness to learn policies and procedures for Alumni Engagement and SAA
• Demonstrated flexibility and willingness to perform various tasks and projects

Preferred Qualifications and Skills
• Student leadership experience in working with alumni communities
• Experience with recruitment and continued engagement of student leaders
• Experience with social media and graphic design tools

Supervisor Contact Information
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