



ALUMNI CAREER NETWORKING AND DEVELOPMENT SPECIALIST

POSITION SUMMARY:

The role of the Alumni Career Networking and Development Specialist is to develop and implement programming for Alumni Networking, Professional Development, Extended Education, and Student/Alumni Mentoring. This position will include support for, and partnership with, college and academic unit teams to develop college and professional/industry-based networking opportunities. It will also focus on the continued development and lead management of the OU Connection (Graduway) platform, OU Alumni LinkedIn Network, Course offerings (in partnership with OU Extended Campus), OU alumni job board and coordinated efforts with Student and Young Alumni engagement, and OU Career Services.

Reporting to the Associate Executive Director, the Specialist will work closely with many members of the OUF Advancement team to align programs with the overall mission of the organization. This position will also work closely with the OUF Communications team.

In addition to the OU Connection platform, the Alumni Career Specialist will maintain up-to-date knowledge of the Agilon CRM, iModules engagement platform, Advancement Communications functions and polices, Thank View, and other tools used by Advancement personnel. Likewise, the Career Specialist will be expected to submit timely and detailed updates of engagement data, including active users, interactions, and related actions of specific segments.

KEY RESPONSIBILITIES:

- **Career Network Development:** Develop and manage OU Connection. Make recommendations for further improvement and refactor new data into new iterations of the constituent experience. Collaborate with business leaders to identify job openings. (30%).
- **Career Networking Event Programming:** Develop programs specifically designed to support alumni in key regions and markets including the OKC metro, Tulsa, Dallas, Fort Worth and Houston (25%).
- **Professional Development Programming:** Expand and manage continuing education and professional development tools for alumni (25%).



- **Operations Integration:** Consult with the alumni association, OU Foundation communications, academic units, and other campus partners to identify needs to make recommendations on strategic initiatives related to Professional Networking, Professional Development and Alumni Continuing Education. Contribute to process design that supports the overall engagement strategy. Advise on and implement program improvements as appropriate (15%).
- Perform related responsibilities as required or assigned. (5%)

REQUIRED QUALIFICATIONS:

Knowledge, Skills, Abilities

- Excellent communications skills, especially cross collaborating with foundation, campus, and alumni partners.
- Project and event management.
- Ability to assess market trends and adapt to the career needs of students and alumni.
- Ability to create training procedure manuals, guides, and course materials.
- Ability to assess and coach job seekers and recommend additional education and skill training opportunities to reach career goals.
- Ability to deliver training and development programs using various forms and formats including group discussion, lecture, simulations, and videos.

Education/Experience

- Bachelor's Degree.
- Four years of experience in program development, career event planning, job placement, training or related areas.

Equivalent combinations of education and experience will be considered.

PREFERED QUALIFICATIONS:

Knowledge, Skills, Abilities

- Knowledge of adult learning principles
- Experience in an Advancement or Foundation setting.
- Experience with Alumni relations/engagement.
- Experience with corporate relations.
- Experience with career planning and placement, career counseling, or staffing.
- Experience with Social Media marketing.
- Experience with Event planning and logistics.

SALARY RANGE:

Salary commensurate with experience.