



STUDENT ENGAGEMENT SPECIALIST

POSITION SUMMARY:

Reporting to the Associate Executive Director, the Specialist will work closely with many members of the Alumni and Advancement Services team, to align programs with the overall mission of the organization. This position will advise and oversee the OU Student Alumni Board (SAB). SAB is housed in the office of the Alumni Association and acts as the liaison between the student body and OU graduates.

The Student Engagement Specialist will manage the department's overall strategies and programs related to connecting and expanding programs for current OU students with OU, the OU Alumni community, the Alumni Association, and the OU Foundation. This work will include support for, and the advising of, the SAB, including its affiliated programs like the OU Ring, Class Gift, Dinner with a Dozen, Sooners on the Road, student organization funding process, legacy programs, the Student Alumni Association, and creative team. The Specialist will be instrumental in the planning and programming of these SAB events, as well as member retreats and leadership development.

This role will also focus on the continued development of programs designed to include and educate students about the impact of philanthropy on the life of the University, and will include coordinated efforts with other areas Alumni Engagement, Advancement, the OU Foundation, OU Student Affairs, and OU Career services.

KEY RESPONSIBILITIES:

- Advise Student Alumni Board and its leadership team.
- Programming:
 - Develop strategic programming to further engagement and awareness of OU alumni programs and the impact of the Alumni Community on the current student experience.
 - Introduce programs and emphasize the role of philanthropy at OU.
 - Develop programming to facilitate connections between current and former OU Students.
 - Advise on, and implement, program improvements as appropriate.
- Facilitate weekly meetings with executive committee members.
- Facilitate leadership development with all members of the Student Alumni Board.
- Regularly attend 2 weekly SAB meetings.
- Bring innovative ideas to further progress the organization
- Participate in the broader strategies of the student graduation experiences, in partnership with various campus partners.
- Represent the Alumni Association and assist in event planning and execution.
- Consult with Alumni Association, Communications and Donor Relations, academic units, and other campus partners to identify needs to make recommendations on strategic initiatives related to student engagement.
- Contribute to process design that supports the overall engagement started.
- Perform related responsibilities as required or assigned.



REQUIRED QUALIFICATIONS:

Knowledge, Skills, Abilities

- Excellent communication skills, both written and oral, that emphasize a person-first focus.
- Ability to write accurate edited content that is proofread and ready for publication.
- Experience with student programs and associated special events.
- Social media content development and message management.
- Ability to work independently without close oversight.
- Team player who productively engages with team members inside and outside the organization, to understand aspects of multiple programs to advise promotions and marketing outreach at varying levels.
- Ability to meet multiple deadlines and priorities without sacrificing desired results.
- Flexible, open, and receptive to new information, ideas and approaches.
- Seeks and acts upon performance feedback.
- Proficient in the use of MS Office Suite and the Internet.
- Ability to travel once or twice a year for up to a week n duration.

Education/Experience:

- Bachelor's Degree in a related discipline.
- 1 - 2 years of related experience in communications work, preferably in a university environment.

Special Job Dimensions and Preferences:

Work involves dealing with sensitive donor relations issues and the management of highly confidential information.

Knowledge of fundraising and development preferred.

Experience with Adobe Creative Suites preferred.

SALARY RANGE:

Salary commensurate with experience.