

## **JOB DESCRIPTION**

**Position Title:** Alumni and Community Engagement Specialist  
40 hours per week, 12 months  
Estimated pay rate \$17 - \$19/hour

**Reports To:** Director of Alumni & Community Engagement

### **Description of Mission Impact:**

Houghton University provides an academically challenging, Christ-centered education in the liberal arts and sciences to students from diverse traditions and economic backgrounds and equips them to lead and labor as scholar-servants in a changing world.

As a member of the Advancement and External Engagement team, the Alumni & Community Engagement Specialist assist with building and maintaining a robust alumni engagement program and plays a key role in supporting hospitality, events, and services for alumni, community members, and guests. If you enjoy connecting with people, building relationships, creative problem-solving, and event planning, this vital role is ideal.

### **Essential Functions:**

- Assists Director of Alumni Engagement with signature events such as Homecoming & Family Weekend, Summer Alumni Reunion and Golden Highlander Reunion/Commencement Weekend
- Assists with off-campus Alumni events including sporting events, museum visits, family days and more
- Manages details of BEST Talks events, including scheduling, coordinating with other campus offices, and creating and distributing promotional materials
- Answers incoming calls from Alumni and provides information or effectively connects them
- Manages Houghton University Alumni social media accounts, including creating content, posting regularly, and answering direct messages on social media
- Cultivates relationships with Alumni and current students to foster engagement
- Manages events for current students as future Alumni, such as the First Year Scarf Tradition, the Senior Class Gift, etc.
- Assists with Young Alumni Giving Society communication
- Provides administrative support to the Directors of Alumni & Community Engagement and the Director of Conference Services
- Oversees all operations of the Welcome Center, including the hiring, training, supervision, and scheduling of student employees
- Gives support to the Leadership Allegany and Encore programs through general administrative duties
- Provides support for the programming and events of the community engagement department and Center for Engagement and Hospitality, including planning, registrations, marketing, and promotions
- Oversees the registration and members services for the university Recreation Club program

### **Success Profile:**

Individuals ideally suited for this position will exhibit the following behaviors and competencies:

- Customer Service: must possess excellent interpersonal skills in person, over phone, and in all other means of communication, stewarding and cultivating vital relationships
- Self-Motivated: must take personal ownership of multiple initiatives and possess the ability to effectively create, organize manage and consistently move them forward
- Pace and Variety of Activities: must be able to handle multiple projects or tasks simultaneously
- Collaboration: must be able to work effectively within a team environment
- Flexibility and Lifelong Learning

**Qualifications:**

- Personal Christian faith that is reflected in one's professional and personal life
- Minimum of Bachelor's degree required
- Experience in customer service, event planning and/or communication
- Excellent oral and written skills
- Computer and database management skills, including Microsoft Office Suite
- Willing to travel
- Evening and weekend work required during certain event seasons
- Social media familiarity
- Design skills or aptitude; experience with Canva, Creative Cloud or similar, or willingness to learn how to use these programs

**Houghton University is fully committed to a culturally diverse faculty, staff and student body.  
Successful candidates will evidence similar commitments.**

*Houghton University is a Christ-centered, liberal arts and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The University expects that all faculty and staff will respect the University's Vision of our Common Life, Doctrinal Statement, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.*

**Application Procedure:**

To apply please submit the following materials via email to: [jobs@houghton.edu](mailto:jobs@houghton.edu).

- (1) Cover Letter
- (2) Resume
- (3) 3 References
- (4) Answers to the following questions:

Please review the following documents:

<https://www.houghton.edu/a-vision-of-our-common-life/>  
<https://www.houghton.edu/doctrinal-statement/>  
<https://www.wesleyan.org/about/our-beliefs>

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship?
3. Are there any areas of Houghton's beliefs or practices that you find challenging or problematic? If yes, please explain.