

STERLING COLLEGE

Job Description

Coordinator of Retention, Career, and Alumni Services

Reports to: Director of Alumni & Career Services and VP for Student Life

Classification: Full-time, hourly (non-exempt)

Description: The Coordinator of Retention, Career, and Alumni Services is responsible for providing support in event planning and alumni relations, success skills for students including academic support resources, and engagement opportunities including new student orientation and GD105 Foundations of Servant Leadership.

Qualifications:

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

- The ability to have honest and sometimes difficult conversations with students while demonstrating both grace and firmness.
- The ability to manage a complex schedule of alumni programing, student appointments, staff meetings, and office duties.
- Detail oriented with ability to work accurately, as well as prioritize responsibilities.
- Working knowledge of Microsoft Office, especially Word and Excel programs, including the ability to learn and apply skills to new software programs.

Responsibilities:

- Coordinate with the Director of Alumni and Career Services in planning events throughout the year. Examples are:
 - Homecoming
 - Reunions
 - Grad Breakfast
 - Regional events
 - Job Fairs
 - Alumni Counsel meetings
- Assist with Alumni mailings for events and surveys.
- Assist the Director of Alumni & Career Services in maintaining and monitoring social media.
- Meet with students who are on “continued academic probation” and “academic warning” status who are not enrolled in GD104 Academic Success and assist them with time management, organization, and study skills.
- Meet with students who are struggling with grades and/or attendance (2.0 – 2.5 GPA).
- Assist with Early Alert Program to identify interventions for at-risk students
- Develop and maintain Academic Success resources such as workshops (lunch & learns), study groups, tip sheets, etc.
- Run weekly grade reports through the “tracker” and distribute to activity directors.
- Administer and interpret various assessments (such as MBTI) and provide information on different career fields/job titles to help students finalize their decision on a major/career.
- Assist with mock interviews with students and/or coordinate mock interviews between students and business professionals
- Co-manage and maintain the GD105 Foundations of Servant Leadership course including reviewing/updating the curriculum and assignments, recruiting and training Peer Mentors, recruiting and training instructors, and serving as a resource for instructors during the semester.
- Co-manage New Student Orientation, including the recruitment of orientation staff, and serve on the Orientation Committee.
- Perform other duties as assigned.

Essential Job Functions:

- Must be able to walk up and down stairs.
- Must be able to sit for long periods of time.
- Be able to coordinate movement of the fingers and hands as well as have adequate dexterity and strength to complete tasks.
- Be able to work on a computer and use a 10 key, copier, printer and phone.
- Must be able to push, pull, and lift up to a minimum of 25 pounds
- Frequently, bend body downward and forward by bending spine at the waist.
- Be able to stand and move about regularly.

Education/Experience:

- Bachelor's degree required (master's degree preferred)
- Teaching experience in Higher Education preferred

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.