



## **Coordinator of Student Enrichment and Young Alumni Engagement**

Carolina Alumni, formerly the UNC General Alumni Association, serves Carolina and our students – past, present and future.

At the center of our success are our amazingly creative and talented staff. Our engagement initiatives are developed to facilitate meaningful, magical moments that are unique experiences our alumni will remember for a lifetime.

We're currently looking for enthusiastic Tar Heels to join our team as a coordinator of student enrichment and young alumni engagement. Reporting to the director of alumni programs, this individual will be a vital member of the alumni programs team and will be responsible for programming targeting current students and young alumni as well as additional outreach events that support the initiatives of our new strategic plan.

### **Responsibilities**

- Serve as an advisor to Carolina Alumni-supported student organizations: Student Alumni Association, Homecoming committee, Order of the Bell Tower, Clef Hangers, Loreleis, senior class officers and senior marshals.
- Create programming to connect and engage current students with alumni.
- In collaboration with the senior class officers and senior marshals, create a plan to engage the senior class with the outcome of increasing participation of young alumni and growing the number of young alumni who are Carolina Alumni members.
- Revitalize the student Homecoming committee to enhance and strengthen the student Homecoming experience.
- Recruit, train and supervise student interns who provide administrative and programming support engagement activities that target current students and or young alumni.
- Support lifelong learning/alumni education and other outreach activities.
- This role will have some evening and weekend work will some travel.

### **Competitive Candidates**

- At minimum, will hold a bachelor's degree and have some experience working with students (desired, **but not required:** a degree from Carolina, a master's degree and student development theory experience).
- Will be an exceptional writer and with impeccable organizational skills, a keen eye for details and the ability to prioritize and pivot priorities if needed.
- Must have excellent interpersonal and communication skills with the ability to manage multiple projects simultaneously, with a proficiency to meet deadlines, plus a proven ability to relate to diverse populations.
- Must have strong computer skills with a proven ability to use technology to enhance efficiency and engagement.
- Must be able to successfully work independently but also as a member of a team.
- Must be professional, patient, trustworthy and friendly with an engaging personality (a great sense of humor is helpful).

A review of applications will begin immediately and will continue until the position is filled. If you are interested in this position, please email [activities@gaa.unc.edu](mailto:activities@gaa.unc.edu) **one PDF file** that includes your cover letter, resume and references. Be sure to include **coordinator of student enrichment and young alumni engagement** in the subject line.

To preserve the fairness of our selection process, please no calls, emails or visits. Applicants advancing in the interview process will be contacted with additional information.

**The Carolina Alumni office is an equal-opportunity employer and complies with all federal, state and local hiring policies.**