

Regional Alumni Programs Coordinator

The Nebraska Wesleyan Alumni Office is seeking a Regional Programs Coordinator who will be primarily responsible for strengthening the University's alumni network throughout the United States. The coordinator will organize working alumni groups focused on planning and hosting alumni events and recruiting qualified students in Wesleyan's Target Cities, including Omaha, Denver, Minneapolis/Saint Paul, Kansas City, Phoenix/Scottsdale, Chicago/Milwaukee, Washington D.C., and others. The coordinator will also assist in developing and updating the alumni online community and a variety of other alumni engagement efforts.

The right candidate will be a team leader with superior oral and written communication skills; proficient knowledge of word processing, spreadsheet, database and web design software, an ability to manage multiple and ongoing projects; high energy and a positive, "can-do" attitude; and flexibility to travel.

Bachelor's Degree in communication, marketing, journalism, or other related degree required. Nebraska Wesleyan University alum preferred. Three or more years of related experience preferred.

Nebraska Wesleyan University is an equal opportunity employer and supports diversity among its staff and faculty. Send letter of application, resume, and three professional references to Nebraska Wesleyan University, Attn: Nancy Cookson, 5000 Saint Paul, Lincoln, NE, 68504. Review of applications begins immediately and continues until position is filled. Application materials can be sent as Word attachments by email to nbc@nebrwesleyan.edu.