

Asst Dir Student Recruitment & Univ Advocacy
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=169770>

Downloaded On: Jan. 27, 2022 10:12am

Posted Oct. 19, 2021, set to expire Feb. 18, 2022

Job Title	Asst Dir Student Recruitment & Univ Advocacy
Department	Alumni Services
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Oct. 19, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Other Administrative Departments Admissions/Financial Aid
Apply Online Here	https://employment.niu.edu/postings/59844
Apply By Email	
Job Description	

Primary Function

This position reports to the Director of Alumni Volunteer Engagement and oversees volunteer engagement in student recruitment, university-wide legislative advocacy activities, and other volunteer programs and initiatives supported by the NIU Foundation. Student recruitment is conducted primarily with the NIU Office of Undergraduate Admissions and includes other campus partners responsible for recruiting students to NIU. Advocacy activities are executed in partnership with the Office of the President and focuses predominantly on identifying and coaching volunteers to support NIU's legislative advocacy efforts. This position will also help to recruit and place volunteers who are express an interest in volunteering with the university.

This position requires the ability to manage multiple projects at a time, exercise independent judgment, problem-solving skills, and creativity. The person in this role will be expected to analyze and present data that will enable them, and the organization to make data-driven decisions. This position must also

Asst Dir Student Recruitment & Univ Advocacy Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=169770>

Downloaded On: Jan. 27, 2022 10:12am

Posted Oct. 19, 2021, set to expire Feb. 18, 2022

maintain basic knowledge of the organization, programs, policies and procedures of development as related to the activities of the NIU Foundation. Further, this position requires the handling of sensitive and confidential information and requires a strong track record of professional maturity and distinction.

Duties and Responsibilities (generally)

This position is responsible, with oversight from the Director of Alumni Volunteer Engagement, for the daily operations of two key components of the volunteer engagement program: 1) Student recruitment and 2) Legislative advocacy. Key responsibilities include positive engagement with alumni volunteers; identifying, vetting, training, recognizing, stewarding and retaining alumni volunteers; tracking engagement data and working with University Advancement data services to ensure that data is captured for analysis and historical availability through CRM; drafting and executing communications and marketing materials; creating and managing multiple volunteer registration and training programs; a commitment to executing key department functions with an eye on financial sustainability; the handling of sensitive donor and constituent data; and consistently behave in a manner that meets the high standards of ethics of the institution.

Minimum Required Qualifications for this position

- Bachelor's degree.
- One (1) year (12 months) of experience working with program development, volunteer management, or customer service.

Specialty Factors (Additional Required Qualifications)

Education and Experience Preferred

- Advanced degree in a field with demonstrated relevance to this position.
- Two (2) years of higher education experience in program management.
- Two (2) years of demonstrated experience in alumni volunteer management.
- Three (3) years of experience in volunteer and program management.
- Two (2) years of experience working within a CRM to track and evaluate data.

List the knowledge, skills, and abilities critical to the performance of this position.

1. Demonstrable commitment to the highest standard of ethical and professional conduct in accordance with the CASE Statement of Ethics, the Association of Fundraising Professionals Code of Ethical Principles and Standards, and The Donor Bill of Rights. (Membership not required.)
2. Deep, personal commitment to diversity in all forms, the recognition of all individuals to mutual respect, and the acceptance of others without biases. Demonstrable commitment to leading by example, modeling diversity, equity and inclusion throughout the university.
3. Demonstrated knowledge of data collection best practices.
4. Excellent written and verbal communication skills to present and deliver information effectively.
5. Knowledge of University/Foundation organizational structure, policies and procedures.
6. Familiarity with digital communication and electronic registration tools.

**Asst Dir Student Recruitment & Univ Advocacy
Northern Illinois University**

Direct Link: <https://www.AcademicKeys.com/r?job=169770>

Downloaded On: Jan. 27, 2022 10:12am

Posted Oct. 19, 2021, set to expire Feb. 18, 2022

7. Ability to keep accurate records and complete timely reports.
8. Ability to maintain confidentiality of sensitive information.
9. Ability to work collaboratively with colleagues, co-workers and constituents.
10. The ability to work effectively with system administrators or programmers;
11. Skill and ability in applying knowledge of computerized CRM and volunteer productivity and tracking systems, and excellent use of Microsoft Office suite.
12. Ability to prioritize and handle multiple projects simultaneously.
13. Ability to use common sense approaches, work autonomously, and make reliable, prudent and sound decisions.
14. Ability to provide high quality services in a cost-effective manner and to recommend improved methods of performing the work.
15. Ability to main poise and productivity in high-demand, fast-paced environment

Working Hours While established University office hours are 8:00 am – 4:30 pm in the office environment, alumni relations work is professionally conducted at times and places consistent with alumni and volunteer availability. Occasionally this work includes nights and

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact