

Position Posting: Alumni Relations Coordinator

College of the Ozarks – Alumni Office

College of the Ozarks invites applications for the Alumni Relations Coordinator position, a mission-driven role dedicated to strengthening lifelong connections between the College and its alumni community. Our alumni are among the most passionate storytellers of the C of O experience, and this role helps turn that passion into meaningful partnerships that support students, faculty, staff, and the College's broader mission.

Position Overview

The Alumni Relations Coordinator provides **pivotal support to the Director of Alumni Relations**, ensuring the smooth execution of alumni engagement initiatives and the daily operations of the Alumni Office. This role advances the College's mission by fostering meaningful alumni relationships, coordinating communication efforts, and supporting programs that connect alumni with current students. It is ideal for a personable, organized, and detail-oriented professional who thrives in a dynamic, service-focused environment. This position reports to the Director of Alumni Relations, who reports to the Vice President for Vocational Activities and Dean of Admissions.

Key Responsibilities

Strategic Support to the Director

- Assist the Director in planning and implementing alumni engagement strategies and long-term initiatives (many, including but not limited to, of which are briefly described in this posting).
- Provide administrative and logistical support to ensure the Director's priorities and projects move forward efficiently.
- Serve as a trusted partner in representing the Alumni Office with professionalism and mission-centered purpose.

Student Worker Supervision

- Recruit, train, and supervise student workers within the Alumni Office.
- Impact student development in the Alumni Office workstation, delegate tasks, monitor performance, and foster a positive, professional work environment.
- Ensure student work meets quality standards and supports the department's mission.

Alumni Engagement & Outreach

Support the Director with

- building stronger relationships with alumni through intentional outreach, personal communication, and meaningful engagement opportunities.
- creating avenues for alumni to mentor current students, share career insights, and contribute to the student experience.

- Identifying and celebrating alumni success stories that inspire the campus community and highlight the impact of a C of O education.
- supporting development efforts by cultivating long-term relationships with potential alumni donors.

Communication & Storytelling

- Assist in producing consistent and compelling communication, including newsletters, updates, spotlights, and social media content.
- Serve as the primary point of contact for alumni inquiries via phone, email, and in-person interactions, providing courteous, informed support.
- Contribute to *The Alumni News* and other outreach campaigns that keep alumni connected and engaged.

Office & Data Management

- Enter and maintain accurate alumni records in the Virtuous database system.
- Manage daily office operations, including scheduling, filing, correspondence, and supply inventory.
- Organize archival donations
- Prepare meeting agendas, take minutes, and assist with internal communications to ensure smooth departmental workflow.

Qualifications

- Bachelor's degree required.
- Minimum of 2 years of relevant experience, including supervisory responsibilities.
- Proficiency in Microsoft Office Suite and database systems; experience with Virtuous is not required, but is a plus.
- Strong organizational, communication, and interpersonal skills.
- Ability to manage multiple tasks, prioritize effectively, and maintain attention to detail in a fast-paced environment.
- A commitment to the mission and values of College of the Ozarks.

The candidate must thrive in a dynamic work environment, embracing a fast pace and the need for adaptability and strategic foresight, and must demonstrate strong qualities that will represent the College's five-fold mission: Academic, Vocational, Christian, Cultural, and Patriotic. This position requires a background check. Please submit an application and resume to Vicki Wrosch in the Business Office, College of the Ozarks, PO Box 17, Point Lookout, Missouri 65726, or email hr@cofo.edu. The application is available at [Human Resources \(https://cofo.edu/jobs\)](https://cofo.edu/jobs)