



## JOB DESCRIPTION

### Assistant Director of Stewardship & University Events

#### APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, three references, and your salary requirements. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified and continue until the job is filled.
- The job starts July 11, 2022.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will check references of past employers. We will acknowledge receipt of your application as soon as we receive it.

#### ADMINISTRATIVE INFORMATION

**POSITION:** Assistant Director of Stewardship University Events

**POSITION'S GROUP:** Advancement, Admissions, MARCOM

**GROUP'S MAJOR RESPONSIBILITIES:** The Advancement, Admissions and Marketing Offices advance the mission of Kansas Wesleyan University through exceptional marketing and communications, student-centered recruiting, and donor-centered fundraising activities.

**POSITION'S DEPARTMENT:** Admissions, Advancement & MARCOM Unit

**DEPARTMENT'S MAJOR RESPONSIBILITIES:** The purpose of the Unit is to recruit, admit and enroll prospective students, engagement alumni and friends of the university while building the brand of Kansas Wesleyan University. The Unit is responsible for conducting all activities to accomplish enrollment and fundraising goals set by the institution.

**POSITION'S DIRECT SUPERVISOR:** Director of Development, Stewardship and Alumni.

**DATE POSITION LAST REVIEWED OR ANALYZED:** June 2022, Ken Oliver, Executive Vice President of Advancement, and University Operations; Becky Mathews, Director of Human Resources

**POSITION'S EMPLOYMENT STATUS:** Full-Time, Exempt/Salary, Staff, At-Will.

**POSITION'S SALARY AND BENEFITS:** Depending on experience and qualifications. Full-benefits available.

#### JOB INFORMATION

**JOB SUMMARY:** Promote and represent Kansas Wesleyan University through verbal, written and in personal engagement and communications. Build the KWU brand at the highest possible level to support the strategic plan of the university.

**JOB WORKS WITH:** All employees of the University to include administrators, staff, faculty, and students.

**JOB'S STAFF AUTHORITY:** none

**JOB'S BUDGET AUTHORITY:** none

**JOB'S PHYSICAL WORKING CONDITIONS:** Ability to operate a motor vehicle, travel as much as 500 miles in one day, and carry catalog cases weighing up to 50 lbs.

**JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** none

**JOB'S EQUIPMENT:** University phone system, University computer system, computer.

**JOB'S WORK SCHEDULE:** Due to the nature of the work, weekend and evening hours are required beyond normal work hours, as well as greater than 40-hour work weeks during the heavy recruiting seasons.

**JOB'S TRAVEL REQUIREMENTS:** Evenings and weekends will be required. (Must possess a valid driver's license.)

## JOB DUTIES AND PERFORMANCE STANDARDS

### **JOB'S ESSENTIAL DUTIES:**

#### **University Events and Campus Visits (50%)**

- Assist in the organization of major university events including but not limited to advancement, alumni, admissions, athletic, fine arts, academic special lectures, and presidential level events.
- Organize and deliver a high productive Ambassadors program including call campaigns for advancement and admissions
- Assist the Campus Visit Coordinator for all daily campus visits as needed
- Will plan a significant role in Homecoming, Spring Alumni Weekend, Move-In Days, Coyote Enrollment Days, NWTY, Coyote Cup, Christmas By Candlelight, Pioneer Society Events and many other university and alumni events.
- Other activities and events as assigned

#### **Advancement Duties (25%)**

- Assist in donor stewardship, engagement, and development
- Assist in annual giving
- Assist in community outreach

#### **MARCOM Duties (20%)**

- Develop and draft electronic monthly alumni newsletter
- Develop and draft electronic monthly employee newsletter
- Develop and draft electronic monthly parent newsletter
- Assist in drafting in other materials and feature stories as requested
- Assist staff as assigned.

#### **Other University Duties (5%)**

- Assist in other duties to support the daily and strategic organization and deliverables of the university.

### **JOB'S PERFORMANCE MEASURES:**

1. Personal growth, as seen in making mature business decisions, organizational skills, and utilization of time.
2. Demonstrating initiative and creative thinking in an effort to assist and improve the daily flow of responsibilities for the department as a whole.

## JOB QUALIFICATIONS

### **EDUCATION:**

- MINIMUM REQUIRED: Bachelor's Degree
- PREFERRED: Master's Degree

### **CERTIFICATIONS AND LICENSES:**

- MINIMUM REQUIRED: NONE
- PREFERRED: NONE

### **WORK EXPERIENCE:**

- MINIMUM REQUIRED:
  - 1 to 3 years related professional work experience in higher education or similar customer service capacity.

## **KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES**

- **MINIMUM REQUIRED**
  - Demonstrable ability to manage a specific geographic recruitment region by utilizing data for decision-making and travel priorities.
  - Demonstrable passion for the small, private, liberal arts educational community.
  - Demonstrable alignment with the mission and vision of KWU.
  - Demonstrable professional level oral and written communication skills.
  - Demonstrable proficiency in using Word and Excel.
  - Demonstrable ability to work well with others and in teams.
  - Demonstrable ability to prioritize duties and to execute detailed work.
  - Demonstrable ability to maintain confidentiality.
  - Demonstrable punctuality and reliability in attendance.

## **NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS**

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.