



Assistant Director of Student Programs

The Assistant Director of Student Programs coordinates student programs for the Alumni Association. This role serves as advisor for Student Alumni Board and Wildcats Forever and coordinates all Homecoming activities for the university.

Key Responsibilities

- Lead advisor for Student Alumni Board, including member selection, fundraising, and events.
- Direct the Wildcats Forever membership program including coordination of special events and member benefits.
- Chair the All-University Homecoming committee and is responsible for all aspects of Homecoming.
- Coordinate student welcome events and graduation celebrations.
- Responsible for the student awards program including selection and recognition luncheon.
- Coordinate with the Office of Recruitment and Admissions with new student orientation and other events.
- Responsible for creating and managing budget for assigned program areas.
- Represent the Alumni Association at Association, university and community activities in a professional manner.

Requirements

- Bachelor's degree.
- Minimum of two years' work experience in an area relevant to the position.
- An equivalent combination of relevant education and experience will be considered.

Preferred Qualifications

- Self-starter with strong writing, speaking and interpersonal skills.
- Strong organizational skills, attention to detail and ability to meet deadlines.
- Experience with event planning and experience working with volunteers or student programs.
- Ability to work independently and drive projects to completion.

Salary and Benefits

Competitive Salary with benefits including paid health, dental, company paid life insurance. 403(b) retirement plan with company match. Paid leave including holidays, vacation, sick, personal, and volunteer leave. 8 weeks paid parental leave. Paid professional development and EAP (Employee Assistance Program).

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Regular attendance is required in this job. The K-State Alumni Association is an Equal Opportunity Employer.

Submit letter of interest, resume and three references to: Attn: Human Resources, K-State Alumni Association, 100 Alumni Center, 1720 Anderson Avenue, Manhattan, KS 66506-1001. Screening of applicants will begin on December 9 and continue until the position is filled. For questions, contact Matt Schwartz, Business Manager, K-State Alumni Association, 785-532-5055. Applications or questions may be submitted online to mschwartz@k-state.com.