



**College of Saint Benedict and Saint John's University
CSB Alumnae Relations and SJU Alumni Relations**

POSITION TITLE	Personal and Professional Development Coordinator III	
PRIMARY STAFF	Amy Worobel-Anderson Assistant Director of Alumnae Relations College of Saint Benedict	Jean Dempsey Alumni Relations Officer Saint John's University
CO-CHAIRS	Jill Kraemer '13	Joe Mahowald '17

PURPOSE OF POSITION Young Alum Committee members aim to cultivate, increase and strengthen the engagement of young alumni (0-10 years out from graduation) with College of Saint Benedict & Saint John's University and each other as demonstrated by involvement, volunteerism and philanthropy.

Specifically, the Personal and Professional Development Coordinator will work to provide and coordinate learning/mentoring opportunities to support personal and professional development for the Young Alum Community as well as enhance their relationship to the colleges.

RESPONSIBILITIES

- Assist in developing programming on personal and professional development that can be shared over a variety of mediums (in-person talks, podcasts, webinars, video recordings, etc).
- Recruit other CSB/SJU alums, or individuals you know, who are experts in their profession to share their insights with the Young Alum Community.
- Create a mentoring platform for young alums to establish a relationship with an alum who has experience in a shared career or career path.
- Collaborate with CSB/SJU staff to coordinate Young Alum Community participation in existing personal and professional development events (InterAction, Career XPO, Bennie Mentorship Program, MN Private Colleges Job and Internship Fair, etc.).
- Partner with the CSB/SJU alum boards to create more opportunities for engagement with alum of all ages.
- Participate in quarterly YAC meetings and calls with co-chairs and CSB and SJU staff related to event.

QUALIFICATIONS

- Must be an undergraduate alum of the College of Saint Benedict or Saint John's University. Once a member has celebrated her/his 10th Reunion, she/he will no longer be eligible to serve on the Young Alum Committee.
- Ability to organize and coordinate a strategic annual engagement strategy on how to connect young alum with personal and professional development related speakers, trainings, and events.
- Willingness to connect alums and other groups to resources, opportunities and people in a mutually beneficial relationship.
- Proven background as an excellent communicator and collaborative worker.
- Excellent organizational skills and attention to detail.
- Ability to multitask and prioritize assignments.
- Passion and commitment to support the mission, vision and goals of the College of Saint Benedict and Saint John's University and their alums.
- Ability to collaborate with fellow Young Alum Committee members and work as a team player.

- Ability to travel for occasional events (3-4 times per year) and attend all YAC Quarterly Meetings (4 per year).
- Willingness to submit a monthly report of volunteer activities.

TIME COMMITMENT

- Two-year commitment to serve on the Young Alum Committee.
- Attend the Young Alum Committee orientation session with fellow Young Alum Committee members during the summer-approximately 5 hours in length.
- Attend meetings and events within the Minneapolis/St. Paul and the surrounding area.
- 1 hour per week for related work. Time leading up to REDTalks will require 3 or more hours based on event progress.
- 3-4 yearly events where volunteers are needed with 3-4-hour time commitments.
- Quarterly in-person meetings in the Twin Cities with the Young Alum Committee.
- Periodic check-ins with Staff Liaisons and YAC Co-Chairs via emails and phone calls.

BENEFITS

- Gain valuable work experience in order to develop and refine professional skills.
- Positive contribution to CSB/SJU and community.
- Portfolio of work built over the course of volunteer term.
- Expanded professional network and collaborative work with CSB and SJU Alum Board volunteers.
- Free access to Young Alum Community events.

YOUNG ALUM COMMITTEE EXPECTATIONS

- Be respectful of students’ level of engagement and comfort in a networking environment.
- Provide financial support to your respective alma mater to the extent that you are financially able to do so.
- Act as role models for all alums, contributing time, talent and treasure for the well-being and success of CSB and SJU.
- Act as ambassadors of CSB and SJU in your respective communities, promoting the institutions and alum resources as opportunities arise.
- Participate fully in the execution of your volunteer assignment by communicating effectively to fellow Young Alum Committee members and individuals within the CSB/SJU community.
- Be reliable and able to meet deadlines of various tasks assigned.
- Maintain confidentiality as certain pieces of information shared should not be disclosed to others outside of the Young Alum Committee.

VOLUNTEER AGREEMENT

I, _____, understand that by signing this document, I agree to, in good faith, fulfill the responsibilities and time commitment set forth in this volunteer position description. I support the mission, vision and goals of CSB, SJU and the YAC, and I will be an ambassador for young alums and my alma mater. I agree to serve a two year term as a pillar co-coordinator from _____ to _____. If extenuating circumstances arise that prevent me from completing my term, I will notify the YAC co-chairs and CSB/SJU staff liaisons in writing as soon as possible.

Volunteer signature Date

Co-Chair signature Date Co-Chair signature Date

Staff signature Date Staff signature Date