



**Administrative Program Specialist
Oregon State University Alumni Association
Corvallis, OR**

Organization

The OSU Alumni Association serves Oregon State University and its alumni by engaging alumni and friends in the life, promotion and advancement of the university.

Position Summary

The administrative program specialist supports the program and events team in carrying out the mission and strategic plan of the alumni association. This position also coordinates the data necessary to plan, track, analyze and report on the events and programs. This position reports to the associate executive director of programs.

Primary Responsibilities

Provide program assistance for various activities and programs which may include: regional volunteer programs, game watches, reunions, tailgaters, travel program, career networking programs/events and other special events and activities as needed.

- Assist with planning of events including development of event calendars, logistics, mailings, obtaining speakers, securing venues, maintaining event timelines, and correspondence related to events. Assist in coordinating logistical arrangements for events including catering and transportation needs.
- Assist with coordination of online and telephone communications for event registration including developing spreadsheets tracking registrations, payments and sales.
- Provide customer service regarding events via telephone, email, and in-person. Familiarity with social media tools to interface with constituents is a plus.
- Code events for database and maintain records and files.
- Create and maintain volunteer database for key regions.

- Assist with event set-up, hosting including greeting guests and distributing name tags and materials. May provide transportation to events at other campus locations.
- Use Advance (alumni database program) to obtain necessary information on event participants, pull lists for events, and request data to support program activities. Coordinate the data necessary to track and report performance indicators related to the Association's long range strategic plan.
- Maintain systems for tracking performance indicators related to the Association's strategic plan.
- Provide detailed reports on performance indicators to be used by management to make operational and program decisions.
- Provide backup support for department phones and front desk as necessary.
- Provide administrative support to the associate executive director of programs.
- Assist in creating positive relationships with a variety of constituencies. Provide information to and generally interact with university staff/faculty, campus partners, alumni, donors, volunteers and students.

Perform other duties as assigned.

Demonstrated ability to:

- interface professionally with people from all levels of the association, university, partner organizations and the public
- provide exceptional customer service
- plan and prioritize simultaneous projects
- communicate effectively in writing and orally
- work collaboratively on a team
- respond with flexibility to urgent, unexpected requests
- exercise good judgment and pro-active problem solving
- occasionally drive an automobile for work related activities
- be attentive to detail and accuracy

Proven skill in:

- Microsoft Office Suite and web based applications
- Organizational systems and efficiencies
- Database input and management

Must be enthusiastic for the mission and work of the organization.

Requirements

Experience as an administrative assistant, program specialist or related experience using similar skills and abilities. Ability to develop and use complex spreadsheets to track and analyze data. Associate or bachelor degree preferred. Must be able to occasionally travel and to work overtime; including some evening and weekend work. A valid Oregon driver's license is required.

Job location

This position will be primarily located in Corvallis.

Full time position, with benefits.

To apply

Send a cover letter and resume to: Christi Kasten, OSU Alumni Association, 204 CH2M HILL Alumni Center, Corvallis, OR 97331, or via email osualum@oregonstate.edu. (Please include position title in subject line of email.)

Position posted at www.osualum.com/jobs