



Young Alum Committee
College of Saint Benedict/Saint John's University

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

Position Title: Personal and Professional Development Coordinator, YAC

Primary Staff Contact: CSB: Amy Worobel-Anderson, aanderson005@csbsju.edu SJU: Cody Lynch, clynch001@csbsju.edu

Purpose of the Position: Work with one or more team members 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.

Qualifications:

- Must be an undergraduate alum of 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.
- Ability to multitask and prioritize assignments.

- Passion and commitment to support the mission, vision and goals of 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.

Training Requirements:

- Attend the Young Alum Committee orientation session with fellow Young Alum Committee members during a weekend day during the summer-approximately 5 hours in length.
- Attend meetings and events within the Minneapolis/St. Paul and surrounding area.
- 1-hour orientation video chat

Time Commitment:

- 1 hour per week for related work. Time leading up to special events may require some additional hours.
- 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.

CSB/SJU Expectations:

- Act as a role model- contributing time, talent, and make a financial gift for the well-being and success of CSB/SJU.
- Act as ambassadors of CSB/SJU in your respective communities, promoting CSB/SJU 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.

I have read and understand the details for this position description. I understand by signing below that I agree to the terms of this position outlined above.

Name (print): _____

Signature: _____ Date: _____

Supervising Staff Signature: _____ Date: _____