**POSITION SUMMARY:**
Full-time benefited position with the Alumni Association through the California State University, Fresno Foundation. University Advancement’s mission is to inspire and increase philanthropy for the University. The division works with alumni, friends and our community to broaden the resources available to Fresno State, thereby strengthening higher education in the Central Valley and elevating our region. Providing engagement opportunities is a primary role of the division, which deepens loyalty to Fresno State and its mission. University Advancement ensures that a strong brand inspires and deepens the University’s bond with the public it serves. As such, it advances communications that uplift the image and reputation of the University and supports the University Strategic Plan. The Alumni Engagement and Annual Giving team builds and sustains active engagement with our 230,000+ alumni throughout their lifespan.

The Alumni Career Connections Director (Director) is responsible for implementing an intentional set of systems that connect Fresno State alumni to meaningful career resources and opportunities with employers in our region and beyond. The Director will serve all employment-seeking Fresno State graduates (alumni) throughout their career lifespan and connect them with one another to grow the Bulldog network within local and global industries and sectors. The Director reports to the Executive Director of Alumni Engagement and Annual Giving and is a member of the University Advancement team. The Director will work in partnership with the Career Development Center and colleagues across campus. The main goals of the position include: Build meaningful and mutually beneficial relationships with alumni, alumni business-owners, alumni who are influential in hiring decisions, and new and existing Central Valley employers that inspire loyalty and support for Fresno State.

- Connect Fresno State alumni to meaningful career opportunities.
- Provide employers with a talented workforce of Fresno State alumni.

**ESSENTIAL JOB FUNCTIONS:**
Under the direction of the Executive Director of Alumni Engagement and Annual Giving, the incumbent will be responsible for the following typical duties and responsibilities that include, but are not limited to:

- **Initial Program Launch**
  - Identify alumni business-owners, alumni who are influential in hiring decisions, and new and existing Central Valley employers.
  - Aggregate, assess, and summarize the data that reveals industry trends and employer needs.
  - Aggregate, assess, and summarize the data that reveals alumni knowledge and skills that match employer needs.
  - Monitor and respond to market trends that impact employment opportunities and alumni career services.
  - Foster a productive partnership with the Career Development Center to plan and implement alumni career connection strategies.
  - Develop and launch an Alumni Career Connections website and online portal.

- **Employers/Industry leaders/Community Partners**
  - Launch a marketing plan to promote the resources of the Alumni Career Connections program to alumni business-owners, alumni who are influential in hiring decisions, and new and existing Central Valley employers.
  - Develop and nurture relationships with these employers.
  - Develop and solicit recurring sponsorships and/or advertisement opportunities for Alumni Career Connections programs and events.
  - Work with volunteer leaders, such as boards of directors, industry leaders, and campus partners, to offer programming that enhances professional development opportunities for alumni.
  - Create opportunities for employers to interact with and recruit alumni.
- Alumni
  - Launch a marketing plan to promote the resources of the Alumni Career Connections program to alumni.
  - Develop and implement strategies to improve employment data on our alumni.
  - Create and execute professional development events and programs that provide alumni with career connections, engagement, education, and resources.
  - Connect alumni with career development programming produced by the Career Development Center, industry or life-stage programming.
  - Develop and facilitate career development content for alumni, using digital channels and platforms, online content, or in-person sessions.
  - Create opportunities for alumni to interact with and interview with employers.

- Program Assessment
  - Develop, track, and publish metrics, targets, and results that demonstrate the impact of the Alumni Career Connections program.
    - Alumni employment and wages/earnings metrics
    - Employer positions, salaries, and positions filled metrics
    - Alumni engagement and giving metrics
    - Employer engagement and giving metrics

- All other duties as assigned.

**POSITION REQUIREMENTS:**
*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
- Bachelor’s degree from a four (4) year regionally accredited institution.
- Minimum of three (3) to five (5) years of professional experience with transferable skills such as business, finance, marketing, public relations, human resources or economic/workforce development.
- Demonstrated track record in working with individuals and groups and a successful track record of working as a member of a team.
- Strong background in program management including setting priorities and goals, developing operational plans, analyzing problems, determining solutions, meeting deadlines and managing processes from inception to completion.
- Must possess a valid driver’s license, reliable vehicle, and valid insurance as travel may be a requirement of the position.

**COMPENSATION:**
$5,833.00 - $6,250.00 per month, DOE. Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.

**DEADLINE:** Application review begins June 27, 2022; open until filled.

**TO APPLY:** Please visit the Auxiliary Human Resources page at [https://auxiliary.fresnostate.edu/association/hr/](https://auxiliary.fresnostate.edu/association/hr/) for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:

California State University, Fresno  
Auxiliary Human Resources  
2771 E. Shaw Ave. (there is no suite number)  
Fresno, CA  93710  
Fax: (559) 278-0988

E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

California State University, Fresno is a smoke free campus. For more information, please click [http://fresnostate.edu/adminserv/smokefree/index.html](http://fresnostate.edu/adminserv/smokefree/index.html)

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER
any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.