



OREGON COLLEGE *of* ORIENTAL MEDICINE

ocom.edu | 75 NW Couch Street, Portland, OR 97209 | 503-253-3443

## Student Life and Alumni Coordinator

Are you looking for an opportunity to work for an organization that is helping to change our world for the better? If so, Oregon College of Oriental Medicine (OCOM) might be the perfect place for you.

Our campus and offices are in the heart of Old Town Chinatown, in the LEED Gold certified remodel of the former Globe Hotel building. Tom McCall Waterfront Park and the Willamette River are just a block away. You'll also enjoy easy access to the MAX Light Rail, other mass transit, and cycling routes.

OCOM is a nonprofit graduate medical school in Portland, Oregon. Our mission is to transform health care by educating highly skilled and compassionate practitioners, providing exemplary patient care, and engaging in innovative research within a community of service and healing. OCOM's primary activities are providing studies for specialized graduate degrees; operating two teaching clinics, providing affordable care for patients and hands-on experience for student interns; and conducting acupuncture and Chinese medicine research. *For more information about the college, please visit [ocom.edu](http://ocom.edu).*

We are seeking a dynamic **Student Life and Alumni Coordinator** to join our team.

### Position Summary

Under the supervision of the Director of Student and Alumni Affairs, this position provides a number of essential functions within Student and Alumni Affairs, including overseeing and coordinating Student and Alumni Life. This includes student government, student activities, and events. It also includes alumni events, programs, outreach, and engagement. Assessment of programs both within Alumni and Student Life will be essential.

This is a part-time, 20 hours per week position. The schedule will be flexible, but it will require your availability on Tuesdays (10:00 AM-2:00 PM) and may require some evenings and weekends, as needed for events. The pay range for this role will be \$17-19/hr.

### Essential Functions

#### **Alumni Life**

- In conjunction with the OCOM Alumni Association, develop meaningful programs, events, outreach, and professional development opportunities to engage OCOM's nearly 1,100 alumni
- Solicit stories for and develop the quarterly OCOM Alumni newsletter
- Regularly attend alumni meetings and Continuing Education events
- Manage and update alumni website

#### **Student Event Planning and Coordination**

- Plan and coordinate campus-wide events involving students, including Welcome Party, No Talent Show, White Coat Ceremony, End of Year Party, Graduation
- Plan and coordinate student-centered events, including: T-Shirt Design Contest, t-shirt sales, Mentoring Luncheon (Things I Wish I Had Known), Chinese New Year Celebration
- Develop and manage student events budget

#### **Student Activities and Student Government**

- Provide oversight and coordination of student government – facilitate elections (Fall quarter), coordinate the Academic Steering Committee Liaison (ASC Liaison) and Student Trustee selection process (Spring quarter), provide OSA orientation to incoming student reps (Fall), coordinate monthly meetings and

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- accompanying processes, such as club funding, act as OSA treasurer
- Assist and support student-initiated activities, i.e. clubs, forums, outside speakers, etc.
- Manage OSA Bulletin Board, Electronic Student Boards, and Student Event postings

### **Assessment**

- Work with Director of Student and Alumni Affairs to create and coordinate assessment of student and alumni life on campus - surveys, reports, goals, and benchmarks

### **Knowledge, Skills, and Abilities**

- Familiarity with student development theories and strategies
- Intermediate knowledge of general office software, specifically Microsoft Word, Excel, and Quicken
- Strong familiarity with Internet, Gmail, and Google apps
- Strong organizational skills
- Strong attention to detail
- Strong communication skills, both written and oral
- Strong interpersonal skills
- Ability to maintain firm boundaries
- Ability to work independently and manage projects

### **Education and Experience**

- Bachelor's degree required
- Master's degree in a related field preferred
- Experience in event management
- Experience with customer or student services
- Experience working in administration in higher education preferred
- Awareness of risk management in educational institutions
- Experience with budget management preferred

### **To Apply**

Send cover letter and CV (.pdf format only) to **HR@ocom.edu**. In your cover letter, please answer the question, "How would this position at OCOM fit with your long-term professional goals?"

### **Notice of Nondiscrimination**

OCOM recognizes the individual dignity of each employee, student, patient, volunteer, and job applicant. OCOM does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status, or any other basis prohibited by local, state, or federal law.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs, including areas such as admissions, financial aid, scholarships, course offerings and access, employment, and other services. Title IX protects students and employees, both male and female, from unlawful sexual harassment, including sexual violence, in college programs and activities. OCOM has designated a Title IX Coordinator to whom questions or concerns about this notice should be addressed: Amber Appleton, 75 NW Couch Street, Portland OR 97209, or **titleix@ocom.edu**.

This policy complies with the spirit and the letter of applicable federal and local laws, including Title IX of the Education Amendments of 1972 and its implementing regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.