

EXTERNAL POSTING

November 11, 2003

POSITION TITLE: Special Activities Director, Institutional Advancement
Position 04-A003

THE POSITION: Directs and oversees special assignments related to the mission of the University as it particularly relates to the educational, cultural and economic environment. Assists in coordinating, overseeing and securing donations from alumni, employees, community residents and organizations; this includes but is not limited to maintaining effective and positive alumni and community relations, assisting with fund raisers and other activities and events to promote the University and its goals; development, oversight, and coordination of a University Leadership Class that will involve the students on both the Weatherford and Sayre campuses. Considerable travel and after hours work is required to attend banquets, receptions, community events and University sponsored events. Assists in other outreach activities as needed including student recruitment and career services, etc.

QUALIFICATIONS: Associate Degree or a minimum completion of 60 college level hours. Excellent written, oral, grammatical and interpersonal skills required. Previous experience in working with a variety of constituents, to include corporate and legislative personnel; demonstrated success in public relations and fundraising as well as coordination of leadership training preferred. Ten years of experience in above areas preferred.

**ANTICIPATED
START DATE:** On or before January 4, 2004

SALARY: Commensurate with existing salary structure.

**DEADLINE
DATE:** Review of applications will begin December 1, 2003 remain open until the position is filled.

**APPLICATION
PROCEDURE:** Submit cover letter referencing Position 04-A003, resume, unofficial transcripts and the names, addresses and phone numbers of three references to Human Resources, SWOSU, 100 Campus Drive, Weatherford, OK 73096. Visit www.swosu.edu for additional information.

Southwestern Oklahoma State University is an AA/EEO employer and encourages applications from minorities and women.