

## **TITLE**

Vice President of University Relations

---

## **JOB SUMMARY**

The Vice President of University Relations is responsible for cultivating local alumni's interest in PSU and leveraging that interest into a willing and engaged volunteer pool for the Chapter, and working with the PSU Admissions Office to attract and recruit high school students to attend PSU.

## **DUTIES & ESSENTIAL JOB FUNCTIONS**

The Vice President of University Relations shall:

- Develop and implement a volunteer recruitment plan to continually bring in new volunteers to the Chapter
- Act as the Chapter's primary point of contact with the PSU Admissions Office
- Work with the PSAA on local events to increase local alumni interest in PSU and the Chapter
- Coordinate and run the LionsROAR program and act as primary contact for the PSU Admissions Office LionsROAR coordinator
- Work with the Alumni Admissions Committee (AAC) Chair and assist with duties as necessary on the recruitment of high school students to attend PSU and any AAC events, such as Annual Training and College Fairs
- Work with the Freshmen Reception Committee and assist with duties as necessary on the Freshmen Offer Reception and Freshmen Send Off Picnic
- Work with the Scholarship Committee Chair and assist with duties as necessary on fundraising and scholarship award activities, such as the Annual Silent Auction and Annual Scholarship Awards Process.
- Shall provide yearly input for the position and underlying committees for the yearly budget

## **OTHER FUNCTIONS AND RESPONSIBILITIES**

The Vice President of University Relations shall perform other duties as assigned by the President and/or Board of Directors.

## **RESPONSIBLE TO**

- President



### **INTERNAL REPORTING RELATIONSHIPS**

The direct reports to the Vice President of University Relations are:

- Alumni Admissions Committee Chair
- Scholarship Committee Chair
- Freshman Reception Committee Chair
- Freshman Send off Picnic Committee

### **EXTERNAL RELATIONSHIPS**

- Penn State Alumni Association
- Penn State University Admissions Office