Position Announcement

APPOINTMENT: Beginning Fall 2011 Semester; semester-long internships available

QUALIFICATIONS: Current English, communication, journalism or broadcasting majors. Strong interviewing and writing skills needed. Must possess good interpersonal skills and have the ability to work with administrators, deans, faculty and staff at Western Illinois University. Strong knowledge of online social networks and blogs also needed.

PREFERRED QUALIFICATIONS: Knowledge of computer systems through courses at Western Illinois University.

RESPONSIBILITIES: The primary function of the RockeNetwork Communications Coordinator is to communicate information to WIU alumni via RockeNetwork and the WIU website. The coordinator(s) will work with campus administrators, deans and faculty under the advisement of Alumni Programs staff to develop and write blogs about the campus and then post them on the RockeNetwork and the WIU website for alumni to read. You will also work with those administrators, deans and faculty to develop other means of communication with alumni via the Internet.

REQUIREMENTS: Must be a full-time student at Western Illinois University who can receive class credit. Must be able to work 8-9 hours a week.

THE DEPARTMENT: The Western Illinois University Alumni Association strives to develop and sustain a lifelong relationship with its students, alumni and friends in order to advance the University. The Alumni Association strives to fulfill five main program objectives which are to broaden the University’s base of support, utilize alumni to assist the University, communicate effectively with alumni and friends, promote legislation to enhance the image of the institution, and to assist with fundraising and scholarship programs. Our ultimate objective is to make the hallmark of what we do exemplify quality, good taste, and demonstrate a sense of pride in our University.

THE UNIVERSITY: Recognized as one of the "Best in the Midwest Colleges" by The Princeton Review and selected as one of just 21 public universities ranked a Tier 1 Midwestern Masters Institution by U.S. News and World Report, Western Illinois University serves more than 13,000 students through its traditional, residential, four-year campus in Macomb, IL and its upper division, urban, commuter location in the Quad Cities/Moline.

WIU’s friendly, accessible, campus communities are dedicated to higher values in higher education and are comprised of dedicated faculty, state-of-the-art technologies and facilities, and a wide range of academic and extracurricular opportunities for students and staff. The four core values at the heart of WIU are academic excellence, educational opportunity, personal growth, and social responsibility. WIU’s GradTrac and Cost Guarantee programs ensure that students can achieve their degrees within four years while paying a fixed rate for tuition, fees, plus room and board. WIU remains the only university in Illinois to guarantee the cost for tuition, fees and room and board over a four-year period at both the undergraduate and graduate level.

WIU is a comprehensive, public university offering 62 undergraduate degree programs, 36 graduate degree programs and a doctorate degree. With a student to faculty ratio of 16:1, WIU’s 627 full-time faculty teach 93 percent of all undergraduate as well as graduate courses in addition to 13 pre-professional degree programs and 15 certificate programs.

Western Illinois is a member of the NCAA Division I (NCAA Football Championship Subdivision), sponsoring 10 men’s and 10 women’s sports. The University is a charter member of The Summit League and the Missouri Valley Football Conference. WIU is the cultural center of the region, with 12 major theatrical and dance productions and more than 12 studio shows presented annually in Western’s three theatres. The Bureau of Cultural Affairs and the University Union Board present outstanding concerts, lectures, dramatic presentations, films, and dance attractions.

Western’s Leslie F. Malpass Library ranks among the finest at comprehensive universities in the United States and features two state-of-the-art electronic classrooms, a wireless computer network, and other ongoing technical improvements. The Malpass Library and its four branches house more than 1 million volumes; and the Library subscribes to more than 100 online databases offering access to more than 30,000 unique journal titles in full text.

WIU is accredited by the Higher Learning Commission and is a member of the North Central Association.

APPLICATION: Please submit a letter of application, resume, writing samples and three current references with phone numbers and titles. Reply to: Michael Jones, Assistant Alumni Director, Alumni House, Western Illinois University; 1 University Circle; Macomb, IL 61455-1390.

APPLICATION DEADLINE: MONDAY, MAY 2, 2011.