



Careers at Western Advancement

Candidate Information Pack

Engagement Officer

JOB ID 39042

May 2025



The Position

The Engagement Officer is responsible for coordinating relevant and meaningful programs and volunteer opportunities in order to foster lifelong engagement of Western University's alumni from across faculties, regions and shared interest groups.

The role will develop innovative systems and strategies that introduce and emphasize the importance of a lifelong relationship with Western, ensuring that programs are relevant and appealing to alumni at each stage of an alumnus' life cycle.

The role will provide leadership to facilitate the growth and expansion of alumni served and manage the recruitment, training and recognition of alumni volunteers who support alumni engagement through their involvement in shared interest groups, their faculty, department or program of study and/or regional involvement.

The Engagement Officer will research and deliver best practices for creating meaningful engagement with alumni through targeted programming, communications and digital engagement strategies.



Western Advancement

Across three departments—Alumni Relations, Development and Advancement Operations—Western Advancement works to build lasting connections between graduates and their alma mater, engage a growing community of donors and nurture opportunities for them to realize their personal, professional and philanthropic goals through the University.

By joining our dynamic, highly collaborative and diversely skilled team, you'll play a vital role in helping Western make a meaningful difference in the world as you amplify the University's impact today—and for generations to come.

Vision

To inspire lasting impact through meaningful philanthropy and lifelong connections.

Mission

We believe in the transformative power of higher education and research. We advance Western's impact by building global connections that inspire philanthropy and lifelong community.

I-CARE

At Western Advancement, our work is rooted in the unwavering values represented by I-CARE:



Integrity



Collaboration



Accountability



Respect



Excellence



About Our Team

With a growing team of over **100 staff members**, Western Advancement is an energetic, team-oriented and inspiring workplace committed to advancing Western's global impact.

Together, the Western Advancement team represents diverse backgrounds and a broad spectrum of skill sets. We recognize the valuable impact that this diversity, difference and mutual understanding have on strengthening our team and enriching the work we do every day.

A values-driven division, Western Advancement puts people first. Through recognition initiatives, we remind our staff of the significant impact their contributions have on our collective success, while staff engagement committees spark their creativity and collaboration to shape the culture of our workplace. If you're looking to grow your career in a place where your work is valued, your voice is heard and your impact is felt—Western Advancement is the place for you!





Person Specification

Professional Qualifications & Education

- Undergraduate Degree; major in Business Administration, Marketing, Communications, Public Relations or related discipline is preferred

Experience

- 3 years' experience managing events, projects and volunteers
- Alumni Relations or fundraising environment experience would be an asset

Knowledge, Skills, & Ability

- Familiarity with event and volunteer management techniques and tools
- Cross-cultural competency with an ability to interact and work effectively with people from different cultures and backgrounds
- Media skills with solid communications judgment to effectively present and package information to maximize interest
- Ability to establish effective routines for excellent communication with all members of the Alumni Relations team and volunteers to maximize productivity
- Ability to analyze metrics and consider past communications to craft engaging written communications using social media or other appropriate channels
- Ability to apply creativity and recommend strategies for alumni engagement initiatives in response to cultural and social trends
- Self-driven, critical thinker who is highly skilled at anticipating and resolving stakeholder relation issues
- Detail-oriented with an ability to function and process information with high levels of accuracy
- Ability to remain highly motivated, resilient, innovative, and collaborative when faced with challenges
- Ability to work within a flexible schedule to accommodate the University's events and activities
- Intermediate computer skills in Microsoft Office Suite
- Possess a reputation for resourcefulness with a strong sense of accountability and initiative
- Ability to plan and manage in-person and digital events of various sizes
- Ability to search within and outside the formal boundaries of the organization for innovative ways to improve work
- Ability to work independently and effectively as a member of the team to achieve department goals
- Familiarity with University policies and procedures preferred



Terms and Conditions

Location

1151 Richmond St, London, ON N6A 3K7

The work location for this role is in-person on campus and will include work within the community, to best serve important donor-facing engagement

Salary

Salary Grade 15: \$69,180 - \$81,370

Hours of Work

- This role is based on a standard 35 hour work week
- Western's core business hours are 8:30am - 4:30pm
- Western offers flexibility in hours of work, and through personal days and caregiving days. This enables staff to care for a sick child or an aging parent, attend medical appointments, or even tend to an important home repair

Length of Appointment

Permanent Full-Time

Vacation Entitlement

In the first two years at the rate of 1.25 working days for each completed calendar month of continuous regular full-time employment (15 working days per year). Upon completion of two full years of continuous regular full-time employment, at the rate of 1.67 working days per month (20 working days per year). The University will designate up to a maximum of three additional days off during the end of year holiday period.

PMA Eligible members are also eligible for 2 Personal Days and 3 caregiving days per calendar year to attend to urgent or critical health needs of their family members.

Pension Eligibility

Western's pension plan is among the most valuable benefits of working at Western. Details are available on the University web pages. [Pension Plan →](#)

Flexi Credits

Eligible members have \$2,000 in credits that may be allocated annually to a Health Care Spending Account and/or Professional Expense Reimbursement.

Equity Diversity and Inclusion

Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process.

If you require accommodations for interviews or other meetings, please contact [Human Resources](#) or phone **519-661-2194**.

Equity, Diversity, and Inclusion

Western's equity, diversity, inclusion and decolonization (EDID) approach aims to combat racism, discrimination and ableism in all their manifestations. We strive to cultivate a campus environment where all community members can fully engage in university life, learning, working, contributing, thriving and feeling safe. You can read more about our commitment to diversity at edi.uwo.ca →

Western's Vision for Equity, Diversity, Inclusion, Decolonization and Accessibility (EDIDA): Fostering safe, accessible and equitable places, spaces and experiences where every person belongs and feels empowered to achieve their full potential. edi.uwo.ca/strategic-plan →

Indigenous Initiatives

Western is committed to increasing Indigenous voices and presence across all levels of work, study and research. The Office of Indigenous Initiatives plays a lead role in championing Indigenous strategic directions, building collaborative and community-engaged partnerships, and supporting campus partners in implementing Western's Indigenous Strategic Plan. To learn more about the office of Indigenous Initiatives please find more resources located here: indigenous.uwo.ca →



How to Apply

To apply for this vacancy, please visit the Western Careers page at recruit.uwo.ca →

Once there you can locate this role by searching for **Job ID # 39042**

There you will need to click '**Apply for Job**' and register an account with the University's Careers application website.

The closing date for this position is **June 2, 2025**.

Please contact ua.humanresources@uwo.ca if you have any queries about this position.

