

Spec. Code: 1065
Occ. Area: 03
Work Area: 215
Prom. Line: none
Prob. Period: 6 mo.
Effective Date: 03/14/00

ASSISTANT DIRECTOR OF ALUMNI RELATIONS

Function of Job

Under administrative supervision from a designated supervisor, to assist with the administration of a university alumni office and represent the Director in the coordination and direction of events as delegated.

Characteristic Duties and Responsibilities

1. assists with the administration, coordination, and direction of traditional and special events of a university in which alumni participate (such as homecoming, all-alumni weekends, inaugurations, and class and departmental reunions)
2. assists with the promotion and activities of alumni clubs and chapters, locally and nationally, including assumption of full responsibility for planning and conducting meetings as assigned
3. assists in the cooperation with general faculty, staff, and administration in their requests and other activities as they relate, either directly or indirectly, to the interest of alumni
4. assists with the supervision of personnel as assigned
5. keeps personally informed on university matters that are pertinent to alumni and to the operation of an office of alumni relations
6. works with fund-raising programs for the development of the university
7. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

(A) Bachelor's degree¹

or

¹Bachelor's degree equates to 120 credit hours

(B) three years of responsible work experience in organizing, coordinating, conducting, and promoting events and activities for university alumni

or

(C) any combination of the above totaling three years²

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to understand and relate to the interests of present and former students
2. ability to write and edit informational news releases representative of university activities that would be of interest to former students
3. ability to prepare and present speeches to alumni groups

Assistant Director of Alumni Relations.....Edited

²Bachelor's degree equates to 120 credit hours