

CLASSIFICATION SPECIFICATION

Alumni Coordinator

FT/PT Class Code: 3031, 3531 Pay Grade: B/C 10 FLSA: Non-Exempt Rev. 10/31/16

SUMMARY STATEMENT: An incumbent is responsible for coordinating activities related to graduates/alumni and other special assignments as requested by the Vice President and Campus Director.

NATURE AND SCOPE:

Work is performed independently, typically with direction from an administrator. The incumbent creates, develops, and coordinates projects and activities for graduates/alumni. The incumbent also handles other special assignments as assigned. Reporting in to this position are journalism interns and work study students. Typical contacts within the College are with the Vice President and Campus Director, Dean of Student Affairs, Registrar, and Director of Workforce Development and Community Education. Contacts outside of the College include graduates/alumni and representative of the media.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Creates, develops, and coordinates alumni activities and special projects.
2. Develops, coordinates, and edits the alumni newsletter.
3. Coordinates graduate placement reports which indicate employment status.
4. Develops and coordinates various types of alumni fund-raising activities.
5. Plans and conducts research surveys to maintain a comprehensive, up-to-date list of campus alumni.
6. Researches and writes press releases at the direction of the supervisor.
7. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of principles and practices of management.
- ◇ Knowledge of journalism practices and procedures.
- ◇ Knowledge of database and word processing computer software.
- ◇ Ability to research, compile, and analyze data.
- ◇ Ability to communicate effectively in both written and oral form.
- ◇ Good interpersonal and communication skills.

MINIMUM QUALIFICATIONS:

- ◇ Associate degree in a relevant field and four (4) years of relevant experience; or other equivalent combination of education and experience.