



Job Specification

Job Title: Alumni Development Specialist II
BCAT Code: 510X AT
Pay Grade: G10

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Provides administrative and clerical support for a unit in the alumni relations area.

Examples of Duties

- Researches and inputs information on individual, corporate and foundation prospects.
- Maintains various databases.
- Assists with special projects for the department.
- Assists with the production of departmental newsletters.
- Assists in editing press releases.
- Assists with mailing of invitations.
- Monitors front desk area.
- Mails letters and information packets to alumni.
- Coordinates various meeting and special event arrangements.
- Processes checks received from alumni.
- Researches gift and pledge information, and ensures proper documentation is maintained.
- Verifies matching gift information.
- Generates external and internal communications.
- Answers telephone calls, takes messages, or refers caller to appropriate staff.
- Greets visitors and directs them to appropriate location.
- Supervises student assistants.
- Opens and distributes mail.
- Orders and maintains office supplies.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of office policies and procedures.
- Knowledge of various computer software used for alumni-related tasks.
- Effective oral and written communication skills.
- Effective time management skills.
- Effective organizational skills.
- Effective writing and proofing skills.
- Ability to maintain accurate accounting records.

Minimum GSU Hiring Standards

High school diploma or GED and three years administrative experience; or a combination of education and experience. Some positions may require typing skills (40 wpm).

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.