

Georgia State University

Job Specification

Job Title: Coordinator, Alumni Relations

BCAT Code: 441X AA

Pay Grade: G14

Effective Date: April 1, 2007

Revision Date: February 1, 2007

FLSA Status: Exempt

Job Description

Provides planning, coordination, and implementation of routine and/or complex alumni activities. These activities may include serving as a liaison for the Alumni development, preparing official correspondence, and supervising staff and operations of the alumni office.

Job Duties/Responsibilities

- Manages and coordinates annual alumni fund program.
- Prepares reports and correspondence related to alumni fund drive or activities.
- Serves as liaison between unit/department and donors.
- Supervises staff involved with alumni operations.
- Assists with the development, implementation, and monitoring of alumni programs.
- Coordinates alumni related meetings and public relations activities.
- Performs other alumni duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of alumni related operations.
- Knowledge of basic computer operation and software (spreadsheets, databases, and word processors).
- Knowledge of publication design techniques
- Ability to multi-task, train staff, and use independent judgment.
- Effective time management, customer service, and organizational skills.
- Ability to communicate effectively verbally and in writing.

Minimum Hiring Standards:

Bachelor's degree and four years of related experience; or a combination of education and experience.

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.