Georgia State University

Job Specification

Job Title: Alumni and Events Coordinator

BCAT Code: 09TXD4
Pay Grade: G14
FLSA Status: Exempt
Effective Date: July 1, 2013
Revision Date: July 1, 2013

General Description
Engages alumni in various functions of the college, and builds relationships among alumni, the College and external and internal organizations and communities, and furthers the identity of the college within the University and internal and external communities through Honors College events.

Examples of Duties
- Develops and executes annual Honors College class gift campaigns.
- Surveys regularly alumni to document lifetime achievements.
- Develops and implements alumni donor recognition programs, such as alumni awards for outstanding service, career accomplishments, global and city scholarships.
- Attends regular meetings with alumni relations professionals from the colleges and the University alumni association.
- Serves as college liaison for university-wide alumni initiatives.
- Develops in conjunction with the Public Relations Coordinator the content for alumni strategic communication, such as the newsletter and social media.
- Develops alumni networking strategies.
- Plans, executes, and evaluates the logistics for major internal and external events in the Honors College in coordination with the Public Relations Coordinator, such as the Honors College Founders Lecture Series, the Dean’s Colloquia series, the Georgia State University (GSU) Undergraduate Research Conference, the Graduation celebration, Fall convocation, New student Honors College orientation, Homecoming, Summer research experiences, and the Atlanta Arts Program.
- Involves alumni in major events.

Knowledge, Skills, and Abilities
- Knowledge of computer operations and software, such as Microsoft Office, and the internet.
- Effective time management and skills.
- Effective oral and verbal communication skills with external and internal customers.
- Strong organizational, planning, and logistical skills.
- Good customer service skills.
- Ability to multi-task.
- Ability to use independent judgment.

Minimum GSU Hiring Standards
Bachelor’s degree and three years of related experience; or a combination of education and related 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.