Job Title: Coordinator, Alumni Relations

BCAT Code: 09MX01  Effective Date: April 1, 2007
Pay Grade: G14   FLSA Status: Exempt  Revision Date: July 1, 2013

Job Description
Plans, coordinates and implements routine and/or complex Alumni activities, such as serving as liaison for the Alumni Association, preparing official correspondence, and supervising staff and operations of the Alumni office.

Job Duties/Responsibilities
- Manages and coordinates the Alumni Annual Fund Program.
- Prepares reports and correspondence related to Alumni fund drives or fund raising activities.
- Serves as the liaison between the unit/department and donors.
- Supervises the staff involved in Alumni operations.
- Assists in the development, implementation and monitoring of Alumni programs.
- Coordinates Alumni related meetings and public relations activities.
- Performs other Alumni related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of publication design techniques.
- Knowledge of basic computer operations and software, such as spreadsheets, databases and word processing.
- Knowledge of Alumni related operations.
- Effective time management, customer service, and organizational skills.
- Ability to multi-task, train staff, and use independent judgment.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree and four 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.