

Title: Assistant Director
Department: Alumni Relations
Reports to: Deputy Director (698500)

Position #: 500602
FLSA: Exempt
Level: DRM D
Date: June 9999

Position Purpose

To develop relationships and communications with the University's young alumni (up to 10 years) and future alumni (students) and to plan and implement programs, events and services designed to meet the needs of these targeted markets. In addition, to work collaboratively with all units of Alumni Relations to help them create opportunities to engage young alumni in ongoing programs.

Key Accountabilities

Program, Planning & Management/Young Alumni

- Communicates with and trains alumni leaders in the 10 youngest classes.
- Meets with young alumni to establish personal relationships and identify potential new leaders. Identifies young alumni who are willing to share their expertise with students.
- Develops prototype young alumni events to offer to club leadership in major metro areas to increase young alumni participation in club events.
- Creates and staffs a young alumni activity during Homecoming Weekend.
- Determines the needs of young alumni through ongoing research and analysis of demographic trends. Designs, implements and markets programs or services to reach this target.
- Provides administrative and staff support when needed to ensure success of young alumni activities.
- Works collaboratively with staff in the College Fund to produce programs and services that encourage young alumni participation.
- Serves as staff liaison to the Alumni Council Young Alumni Committee and the Young Alumni Distinguished Service Awards Committee.

Program, Planning & Management/Students

- Develops, plans and manages programs for each of the undergraduate classes that are designed to introduce them to the concept of becoming involved alumni.
- Works closely with the Dean of the College Office and student organizations to increase opportunities for student/alumni interactions.
- Works collaboratively with the Dean of the Senior Class to facilitate elections and training for the Senior Executive Committee. The SEC plans Class Day and takes on the role of class leadership until the 5th Reunion.
- Administers office internship program providing supervision and leadership to those students selected for the program.

Communications

- Establishes ongoing channels of communication to encourage feedback from young alumni about the types of programs and services they want.
- Develops young alumni training sessions to be included in program for Class Officers Weekend.
- Proofs class newsletters for 10 youngest classes.
- Develops content for Young Alumni Activities web page designed to keep young alumni engaged and promote young alumni events.
- Develops and maintains a listserv for young alumni.
- Develops marketing strategies to increase student awareness of Alumni Relations programs and services and demonstrate the value of lifelong relationships with the university.

Performs other duties as assigned

Position Requirements

<ul style="list-style-type: none"> • Skills & Knowledge • Excellent oral and written communication skills. • Strong interpersonal skills • Ability to motivate and work effectively with groups and individuals. • Demonstrated organizational and analytical abilities. • Working knowledge of electronic communications. • Ability to travel, work nights and weekends. • Demonstrated analytical and strategic thinking capabilities • Ability to work both independently and as part of multiple teams • Creative, professional, and entrepreneurial • Supports the core values of Alumni Relations 	<ul style="list-style-type: none"> • Experience • Two years of relevant experience in program development and administration. 	<ul style="list-style-type: none"> • Education • Bachelor’s degree or the equivalent combination of education and experience.
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