
Auburn University Job Description

Job Title: **VP, Alumni Affairs**

Job Family: No Family

Job Code: **OB01**

Unclassified

FLSA status: Exempt

Job Summary

Provides leadership to, management of, and directs all functions relating to Alumni Programs for Auburn University.

Essential Functions

1. Manages and leads Alumni Affairs staff including developing, establishing, and implementing policy and procedures.
2. Develops and administers all Alumni programs to include reunions, Auburn Magazine, Alumni Tours, credit card programs, membership programs, Auburn Clubs, and sports related social events.
3. Establishes and maintains all budgets for the operation of the Alumni Programs.
4. Develops and implements annual and long term objectives for the strategic plan of the Alumni Association and its related programs and services.
5. Assesses Alumni Affairs programs and services to determine effectiveness, efficiency, and constituency satisfaction.
6. Serves as Executive Director of Alumni Association Board of Directors.
7. Serves as primary contact in matters concerning alumni relations and maintains communication and cooperation with other campus units.
8. Provides information related to Alumni Affairs issues to the Auburn University President.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business Administration, Marketing, Communications, Public Relations, or related field
Experience (yrs.)	8	Experience in a leadership role with demonstrated success in building effective relationships with diverse groups of internal and external stakeholders, as well as managing teams of professionals building strong unit performance.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of best-practice management policies and procedures, budgeting and accounting principles, and marketing and promotional strategies

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/11/2014
