
Auburn University Job Description

Job Title:	Mgr, Alumni Programs	Job Family:	No Family
Job Code:	OB03	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Plans and implements alumni affairs programs and coordinates alumni events.

Essential Functions

1. Monitors and evaluates programming for alumni, executed by program coordinators, including but not limited to: The Auburn Club Program, Travel Program, Club Leadership Conference, Lifetime Achievement Awards, Reunions, Tailgates, and Scholarships.
2. Monitors day-to-day operations and functions of the Special Events and Programs Department.
3. Supervises employees, monitors budgets, ensures timely implementation of tactics, and oversees coordinators for prompt reporting of post-event recaps and metrics.
4. Conducts quarterly and yearly reviews and develops performance plans in alignment with the department's strategic plan and in accordance with organizational chart.
5. Supervises and trains student workers and interns.
6. Collaborates with the Director of Special Events and Programs or director of department implementing strategic plans.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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.)	5	Experience in the development, coordination, and/or administration of nonprofit and/or higher education programs.

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 higher education policies and procedures, budgeting and accounting principles, event planning and management, 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, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 8/2/2016
