
Auburn University Job Description

Job Title:	Asst VP, Alumni Affairs	Job Family:	No Family
Job Code:	OB04	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

Job Summary

Oversees Auburn University alumni programming, services, and activities.

Essential Functions

1. Plans and administers alumni programs and services, including class reunions, Auburn Magazine, alumni tours, membership programs, Auburn Clubs, and other alumni related social events.
2. Monitors and maintains budgets for the operation of alumni programs at Auburn University and provides financial reports.
3. Directs fund raising and membership drive efforts for alumni programs.
4. Designs and directs various programs and activities to improve alumni relations with Auburn University community.

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.)	6	Experience in higher education administration/management or non-profit administration/management

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 and/or non-profit 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, reaching, talking, hearing, .

Job occasionally requires standing, walking, handling objects with hands, and lifting up to 10 pounds.

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

Date: 10/23/2012
