
Auburn University Job Description

Job Title: **Dir, Alumni Spec Events & Prog**
Job Code: **OB07**
FLSA status: Exempt

Job Family: No Family
Grade 37: \$68,700 - \$114,500

Job Summary

Directs the strategic planning, implementation and evaluation of alumni special events and programs designed to increase engagement with Auburn University alumni.

Essential Functions

1. Creates and implements strategies for diversity initiatives and inclusion programs by utilizing market research, best practices and trends; establishes and implements engagement metrics to measure and evaluate effectiveness.
2. Enhances and expands existing relationships with Auburn alumni through local, regional, national and international networks via the Auburn Clubs, affinity groups, reunion and advisory boards.
3. Coordinates and collaborates with the association's key stakeholder groups and their respective audiences to create effective, meaningful and value-added engagement opportunities for Auburn alumni, including but not limited to Academic Affairs, Student Affairs and Development.
4. Serves as staff liaison to the Auburn Alumni Association Board of Directors Special Events and Programs Committee and oversees the liaison to the Scholarship Committee; responsible for the development of Board agendas, minutes and Board briefs.
5. Provides fiscal oversight and management of the special events and programs department budget.

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	Business Administration, Marketing, Communications, Public Relations or related field.
Experience (yrs.)	5	Experience in planning and implementing alumni events and programs, diversity initiatives and supervisory skills experience.

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 event planning and communication avenues to reach audiences. Knowledge of budgeting concepts.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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

Job occasionally requires reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 10/30/2015

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