
Auburn University Job Description

Job Title: **Dir, Alumni Spec Events & Prog**

Job Family: No Family

Job Code: **OB07**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

Job Summary

Directs the planning, implementation, and evaluation of alumni engagement efforts designed to increase engagement with Auburn University alumni.

Essential Functions

1. Creates and implements strategies for diversity programs and services that enhances the engagement by utilizing market research, best practices and trends; establishes and implements engagement metrics to evaluate effectiveness.
2. Directs the alumni engagement department staff to include performance evaluations, training, direct supervision, conference travel, budgets, collaborations and support where needed.
3. Fosters an open and inclusive environment that increases connectivity between alumni and Auburn University, including the student to alumni life cycle.
4. Establishes and expands mutually beneficial campus and community partnerships.
5. Serves as a committee staff liaison to the Auburn Alumni Association Board of Directors.
6. May perform other duties as assigned.

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:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of event planning and communication avenues to reach audiences. Strong knowledge of alumni relations, student affairs, annual giving, and development procedures. Proficient in fundraising and Alumni Management software. Ability to maintain effective interpersonal relationships. Ability to communicate effectively in both oral and written form. Knowledge of budget control methods, policies, and procedures.

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: 2/1/2021
