



JOB INFORMATION

Job Code	OB02A
Job Description Title	Coord I, Alumni Programs
Pay Grade	UA03
Range Minimum	\$43,340
33rd %	\$48,390
Range Midpoint	\$50,920
67th %	\$53,450
Range Maximum	\$58,510
Exemption Status	Exempt
Approved Date:	11/22/2019 11:27:44 AM
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JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Alumni Affairs

JOB SUMMARY

Coordinates and identifies opportunities for meaningful and unique engagement of alumni and friends for Auburn University. Positions within this classification are located in a central unit and report through the Vice President for Alumni Affairs.

RESPONSIBILITIES

- Coordinates all aspects of Alumni related program(s) and service(s) to include the planning, development, and execution of programs.
- Communicates opportunities of participation to alumni and friends by regular engagement through, telephone calls, emails and other correspondence.
- Establishes and enhances partnerships with colleges, schools, and constituencies by providing updated content regarding campaigns and event-related aspects of programs and services.
- Works in conjunction with other alumni and development coordinators to support current programs and identify new opportunities.
- Prepares and maintains budget(s) for programs.
- Establishes and evaluates successful metrics for program(s).
- The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Required, no specific discipline	and	0 years of	Experience in public relations work, on-profit administration, higher education administration, and volunteer management.	

Substitutions Allowed for Experience: Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices and procedures of particular field of specialization. And

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise		X			
Chemical		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.