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## Auburn University Job Description

Job Title: **Asst Dir, Alumni Programs**

Job Family: No Family

Job Code: **OB03**

Grade 36: \$59,700 - \$99,600

FLSA status: Exempt

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### Job Summary

Reporting to the Director of Alumni Special Events and Programs, the Assistant Director of Alumni Programs oversees, plans, and implements the daily operations of the alumni engagement functions to include fostering collaborative partnerships to support students and alumni and leads efforts to measure the impact and success of alumni engagement activities.

### Essential Functions

1. Provides direction, management, and oversight for events and programs designed to increase alumni engagement. Coordinates and oversees the functions and operations of the alumni engagement department to include performance plans, performance reviews, and budget development.
2. Monitors day-to-day operations and functions of the Special Events and Programs Department. 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.
3. Identifies, analyzes, and interprets relevant data sets that assists guiding short-and long-term decision making, planning, strategizing, and resource allocation by the Office of Alumni Affairs leadership team and the Auburn Alumni Association Board of Directors. Develops benchmark criteria to measure the efficiency and effectiveness of alumni and student programs, events, and communication to inform Auburn University leadership and key stakeholders.
4. Supervises employees, monitors budgets, ensures timely implementation of tactics, and oversees coordinators for prompt reporting of post-event recaps and metrics.
5. Contributes to and validates sets included in reports, presentation, and other digital and print materials, including but not limited to information presented to the Auburn University Board of Trustees, Auburn University leadership, and other key stakeholders. Ensures data accuracy and consistent reporting by designing and creating optimal processes and procedures for program coordinators to follow. Builds, develops and maintains data models, reporting systems, data automation systems, dashboards and performance metrics support that support key business decisions.
6. Works closely with Office of Alumni Affairs departmental program coordinators and leadership team members to inform and implement high-quality, data-driven decisions. Oversees the design and delivery of the association's annual report; quarterly updates and evaluations for operations and performance metrics
7. Conducts quarterly and yearly reviews and develops performance plans in alignment with the department's strategic plan and in accordance with organizational chart.
8. Collaborates and assists with the Director of Special Events and Programs or director of department implementing strategic plans.
9. Supervises and trains student workers and interns.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training,

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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>
<b>Education</b>	Four-year college degree	Degree in Business Administration, Marketing, Communications, Public Relations, or related field
<b>Experience (yrs.)</b>	7	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:

Indicated experience is required; no substitutions allowed.

#### 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.

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### 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: 4/22/2020

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