



Job Title	Alumni Engagement Coordinator	Job Code	AV0312
Pay Plan	A&P	Pay Grade	16
Union	Non-Union	FLSA Status	Exempt
Job Family	Advancement	Union Code	0
		Subfamily	Alumni Engagement

Job Family & Subfamily Summary

Advancement Professionals lead, coordinate or support activities related to fundraising and public relations targeting current and potential donors and the alumni community.

Alumni Engagement Professionals engage alumni in the life of the university. Provide measurable forms of alumni behavior that lead to building a stronger bond with the institution. Includes outreach, chapter management, communications, local and regional events, programs and career services and other forms of connection with alumni.

Job Summary

Responsible for providing financial data regarding events and chapter and club expenditures.

Representative Duties

1.
 - Creates and populates event records within the constituent database for record keeping, reporting and evaluation
 - Manages event registration and attendee information by processing data received post-event through electronic mediums and hardcopy files such as check-in sheets, contact update forms and walkup registration forms
 - Tracks and reports event information through the constituent database for all college based and central based alumni engagement staff
2.
 - Provides event logistical support to the Outreach and Engagement team through tasks such as name tag creation, table tent creation, mass email production and proofing, post-event survey production and other documentation essential to event logistics
3.
 - Responsible for the administration and coordination of members of the Alumni Engagement and Alumni Giving staff including project management, organization, communication and operations that assist the advancement team in meeting it's goals

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	
Certification(s)		
Licensure(s)		
Work Experience		
0+ years relevant work experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.