



DATE ISSUED: 09/05

FLSA: Non-Exempt

PTO: COVS

JOB DESCRIPTION

TITLE

Coordinator, Alumni Activities

JOB SUMMARY

Assists with activities in the office of Alumni Relations to promote the goals and objectives of the University and the Former Student Association through alumnae involvement, financial support, and volunteerism. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Alumni Relations and Executive Director of the Former Students Association

Supervises: Secretary III and Clerical Staff

PRIMARY DUTIES - May include, but not limited to the following:

Schedules appointments and gives information to callers requiring interpretation of policies and regulations.

Maintains complex indexes and files.

Maintains bookkeeping records and bulletins.

Assists in developing, planning and implementing alumni projects and/or special events.

Coordinates and maintains records of the plans, implementation, and valuations of activities in the area of alumni relations.

Coordinates activities of Student Ambassador Association, alumni relations and Former Students Association.

Works closely with the other components of the Office of Institutional Advancement.

Assists in the updating of comprehensive data files of all TWU former students.

Disperses University and alumni information.

Aids in financial analysis of alumni relations budget and contributions.
Establishes and maintains a safe environment for employees under charge.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge in accordance to University policy.
Coordinate Delegate Council activities. Coordinates Distinguished Alumni Program
Coordinates FSA Scholarship awards, maintain records of FSA scholarship awards. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree required.

EXPERIENCE

Five years experience in the general area of program/association management.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to assist with the implementation of programs and projects, both qualitatively and quantitatively.

Ability to effectively communicate orally and in writing.

Ability to establish and maintain effective working relationships with students, staff, faculty, administration and the community.

Ability to distinguish the nature of objects by using the eye.

Must have excellent organizational skills.

Ability to lift, carry and hold approximately 15 pounds and to push, pull or drag approximately 50 pounds.

Ability to work indoors as well as outdoors when necessary.

Knowledge of and ability to use a calculator, copier, facsimile machine, personal computer and a single or multi-line telephone.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.

Ability to communicate effectively - orally, by phone, in person, and in writing.

Ability to respond to emergency situations in a timely manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.