

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Alumni & Community Outreach**

Job Code: **3262**

Pay Grade: **030** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree or equivalent combination of education and experience.	Bachelor's degree.
Experience	Two years related experience in Alumni Relations, Community or Public Relations.	Three to four years experience, to include two years working in higher education. Experience working with budgets. Working knowledge of Microsoft Word and PowerPoint.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Coordinator oversees the implementation of outreach and communication tactics to the alumni and general communities. Outreach will include university events organized for alumni or general community, held on or off campus, as well as select community events held on or off campus. Communications will include newsletters, e-letters and other media to share information with alumni and the community.

Duties and responsibilities	% Time
Oversee and help produce various communications devices to alumni and/or the community	30
Engage with the community for select events.	20
Oversee and assist development of outreach programs such as Clear Lake Association of Senior Programs.	20
Work jointly with other UA offices, particularly with Office of Communications and Special Event Coordinator to maximize outreach and communications aspects of events.	15
Manage staff and volunteer assistance for projects	15

This position description describes the general qualifications, duties and responsibilities of work being performed.