

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Outreach and Communications**

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 Relations 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. Experience in event planning.
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 broad and narrow based alumni groups 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-newsletters and other media to share information with alumni and the community. The coordinator should be an organized people-person skilled in relationship building.

Duties and responsibilities	% Time
Oversee and help produce various communications devices to alumni and/or the community	25
Engage with the community for select events.	20
Oversee and assist in the development of new and existing alumni constituent groups	20
Oversee and assist development of outreach programs such as Clear Lake Association of Senior Programs. Manage staff and volunteer assistance for projects	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

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