

## JOB INFORMATION

Effective Date	2/9/2023
Job Code:	3266
Job Title:	Senior Coordinator, Alumni Relations
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Development
Job Family:	Alumni Engagement
Job Summary	The Senior Coordinator, Alumni Relations will establish relationships with college deans, faculty, students and alumni to communicate university successes, needs and plans for the future. Will develop alumni communities based on affinity/UHCL priorities to achieve strategic plan initiatives; prepare alumni and university community for the 50th anniversary and beyond; and develop strong overall and strategic alumni bonds with the goal of sustained engagement, increased service, and contributions. With the Director Alumni Relations, assess needs of the university, alumni, and industry to determine how UHCL may assist in assuring mutual benefit.

## COMPETENCIES

### Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

## QUALIFICATIONS

### Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Degree in Communications or Business.	Required	

### Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum three years of experience in sales, marketing, public relations or event planning which has involved direct face-to-face contact with clients, customers, or members of the public.	Required	
Considerable	Successful experience with volunteer committees, councils, boards. Experience serving in leadership roles with alumni. Demonstrated success with volunteer recruiting and management. Experience with CRMS such as Blackbaud products.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Alumni professionals association.	Upon Hire	Preferred	

## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Working knowledge and understanding of alumni strategies that enhances effectiveness of the university's relationships.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to create print and digital communications using multi-channels.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Strong MS Office skills, specifically Word, Excel, PowerPoint, Adobe, etc.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Must have excellent writing skills.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Skilled in web-editing platforms as well as the ability to learn platforms quickly.</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Must be detail oriented with sound project management and reporting skills.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Adept at managing multiple projects, volunteers, events and communication development.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to prioritize projects to meet dynamic deadlines.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Must be an active listener who is decisive and confident in taking charge to honor university mission and the strategic plan.</li> </ul>	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Develops and coordinates creation of alumni communities that support industry affinities; enrollment, and Student Alumni Association efforts to educate current students regarding the role of active alumni.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Organizes and coordinates alumni functions with emphasis on one or more of the following: local and regional chapters, alumni publications, fund raising support, recognition and awards, reunions, homecoming, travel programs, alumni and/or student relations, and other special events and services.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Provides staff assistance to Alumni Association committees and alumni groups in support of and to advance alumni activities; will liaise with the Alumni Partnership to ensure common alumni/university goals.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Promotes and fosters effective alumni relations through regular written communication and personal contact with constituent groups. Will facilitate and utilize existing and new print and digital Alumni communications (such as the Alumni Newsletter, Social Media and professional network engagement opportunities) to ensure focused messaging, and to help meet engagement and giving goals/metrics.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Evaluates and monitors effectiveness of programs/services and identifies problems, recommends improvements and institutes changes. When necessary, may act as designated representative or leader on behalf of Director in their absence.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Serve as a conduit of information between alumni relations activity and the institution. Work closely with the Development and Special Events team in support of cultivation and solicitation of alumni, networking events, and other alumni-gatherings.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Provide support to Director on annual awards process and alumni gala in the areas of event development, and purpose and outcomes. Responsible for managing activities held on or off-campus, including some evenings and on weekends, to meet objectives. (Homecoming, Commencement, etc.).</li> </ul>	10%
<ul style="list-style-type: none"> <li>Works with Director and other alumni/development staff to assure coordination and continual development of total alumni relations program. Recommends long and short-range goals and overall strategic, operational, and creative direction of alumni programs.</li> </ul>	10%

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Works closely with Marketing and Communications to ensure alumni relations communications are designed, scheduled and transmitted on a timely basis. Should also be able to navigate web-editing needs to maintain the Alumni Relations webpages.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Other related duties as assigned.</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description