Assistant Director of Alumni Affairs

**Definition of Class**
This is a supervisory position in which the incumbent serves as alumni relations representative for various academic and non-academic departments, committees, and organizations. The incumbent is responsible for planning and coordinating events; preparing and monitoring organizational budgets; maintaining correspondence with alumni, friends, and students; and monitors activities and service projects associated with the promotion of the Alumni Association and the University. This position frequently exercises discretion and independent judgment and works under the general supervision of the Executive Director of Alumni Affairs.

**Examples of Work Performed**
Develops and maintains relationships with Alumni and friends from specified schools and organizations.

Assists in the preparation and monitoring of annual budgets for various constituent groups.

Analyzes, compiles, and reports on non-academic friend-raising and fun raising projects.

Plans, coordinates, and participates in activities and service projects for various constituent groups and the Alumni Association.

Supervises the work of clerical staff; assigns work to ensure proper distribution.

Plans and participates in reunions and other alumni activities.

Represents the University and Alumni Association at alumni meetings and other University functions as necessary.

Maintains communication with alumni and friends through personal contact and written correspondence.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Plans, coordinates and assesses events and projects.
2. Represents the University and the Alumni Association at various meetings and functions.
3. Interacts and builds relationships with alumni and other external constituents.
4. Assists in the preparation and monitoring of budgets

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.
**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; and reach with hands and arms.

**Experience/Educational Requirements:**

**Education:**
A Bachelor's Degree from an accredited four-year college or university.

AND

**Experience:**
Two (2) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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