JOB DESCRIPTION 

Associate Director of Alumni Affairs

Definition of Class
This is a supervisory position in which the incumbent provides administrative support in the planning and directing of alumni activities. Supervision is exercised over clerical positions, an alumni assistant, computer operator, records center and student workers.

Examples of Work Performed
Advises information management procedures and maintains clearinghouse for alumni and campus requests.

Develops programs designed to involve increasing numbers of alumni and insures that services provide support to the University.

Provides day-to-day operational support to the Executive Director; assumes the duties of the Executive Director in the Director's absence; administers various personnel functions.

Helps to insure that positive public relations efforts are forthcoming from Alumni Affairs office.

Assists with the review and evaluates departmental policies and procedures.

Assists Alumni Association Board of Directors on special projects.

Prepares various alumni reports as needed and maintains interface with all factions of constituency (legislative volunteers, club leaders, recruiting volunteers).

Develops and maintains successful membership program; maintains monthly and annual reports and statistics.

Coordinates mass mailings; designs and maintains forms and related materials.

Assists with quarterly magazine and other publications.

Serves as liaison to University community needing alumni computer support; supervises records staff to ensure effective and efficient records management.

Performs related or similar duties as required or assigned.

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. Prepares monthly and annual statistics and various alumni reports.
2. Supervises and alumni assistant and supporting staff.
3. Provides regular operational support to the Executive Director.
4. Plans, directs and coordinates various alumni programs, including the soliciting of funds.
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 stand. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to sit; walk; reach with hands and arms; and use hands to finger, handle or feel objects.

Experience/Educational Requirements:

Education: A Bachelor' Degree from an accredited four-year college or university in business administration, marketing, public relations, or a related field.

AND

Experience: Three (3) 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 Personnel Department in writing of any reasonable accommodation needed prior to the date of the interview.

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