Alumni Membership and Records Supervisor

**Definition of Class**
This is a supervisory position in which the incumbent coordinates the maintenance of data records containing biographical and financial information of alumni, students, alumni friends and donors, the compilation and shipment of membership materials and the processing of new and recurring memberships. The incumbent coordinates the work of assigned support staff and reports to the Assistant Director of Alumni Affairs/Information Services.

**Examples of Work Performed**
Coordinates and supervises work of assigned support staff.

Provides supervision to ensure efficient record keeping.

Maintains accurate records.

Maintains accurate accounting system for membership dues.

Processes new and recurring memberships for annual, life, and M-Club.

Supervises bulk mail operation.

Assists foundation with donor records.

Maintains office equipment.

 Responds to daily requests for information.

Researches data, such as addresses, marriages, deaths, etc. that are necessary for ongoing alumni relations, fundraising for campus community, and the Alumni Review magazine.

Runs reports of membership dues for accountant.

Trains new employees and provides refresher training classes for Alumni and Development Services.

Coordinates and prepares benefit packets for membership, including any correspondence.

Creates new records as needed.

Deposits monies in bank.
Maintains personal contact with alumni and donors by telephone, emails, and written communication

Codes and scans membership applications for Alumni Affairs, University Development, etc.

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. Maintains an accurate filing system of official University records.
2. Retrieves documents from active, inactive, and closed files and archives.
3. Receives, and processes new memberships.
4. Supervises all departmental membership mailings.
5. Maintains gift/membership donation records.

**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 50 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 and use hands to finger, handle or feel objects, tools, or controls. The incumbent is occasionally required to stand or walk; reach with hands and arms; and stoop, kneel, crouch or crawl.

**Experience/Educational Requirements:**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

AND

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