

ALUMNI AFFAIRS AND DEVELOPMENT JOB FUNCTION GUIDE

Alumni Affairs Family

Level	Function/ Roles	Education/ Experience (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57E	Alumni Affairs Officer II	<p>Bachelor's degree</p> <p>5+ years of progressive experience in Alumni Affairs</p> <p>Supervisory experience</p> <p>Advanced knowledge of Alumni Affairs</p>	<ul style="list-style-type: none"> • Develops and strengthens internal school outreach to students, Centers, Career Services Office, Executive Education, and other programs • Expands alumni engagement in school and alumni programs • Provides alumni with career resources and continuing education opportunities • Directs multiple national and/or international alumni committees and relations • Builds programs and activities which encourage faculty/alumni/student interaction; determines scope, content and audience • Works closely with fundraising staff to develop and cultivation alumni support • Develops new technologies to support local and international reunion/club activities • Develops relationships with key alumni and alumni leaders worldwide in support of the schools strategic goals • Manages projects 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Oversees Alumni Affairs activities for a small sized program</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion