

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
56E	Alumni Affairs Officer I	Bachelor's degree 3+ years experience in Alumni Affairs	<ul style="list-style-type: none"> • Provides guidance to local and international alumni clubs and/or boards • Recruits and maintains close relations with alumni volunteers and/or board members • Liaison between alumni and the university wide Harvard Alumni Association • Develops strategy for providing admission recruitment activities, orientation support and career development information to alumni • Manages publication of newsletter and other publications media; writes articles • Builds relationships with alumni and faculty - used for information gathering for boards and committees, program development and to get participants for professional connections with students 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides management with comprehensive Alumni Affairs knowledge and program insight</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 Individual Contributor: Works independently or as part of a team to achieve results.</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