

**USF Job Class Description**

JOB CODE: 9566

JOB TITLE: Alumni Officer

JOB FUNCTION: University
Advancement

PAY PLAN: 21

CAREER BAND: E

FLSA: Exempt

Effective 04/20/07

Job Title: Alumni Officer**Job Summary**

An Alumni Officer plans and executes programming, membership and communications projects to increase the involvement and support of alumni, students and the general community.

Nature of Work

This position plans and executes a variety of alumni affairs projects such as; conceiving, planning, implementing and staffing Alumni Association events; recruiting volunteers and conducting membership solicitation projects; advising USF alumni chapters and other support groups; and conducting communication activities such writing newsletter articles. This position requires sensitive interaction with a variety of internal and external contacts. Work at this level is exempt and regularly requires decisions on matters of significance. The position is distinguished from an Alumni Specialist by performing the main planning and execution of specific projects. This position coordinates specific projects, while Assistant Alumni Program Director administer broad campus to university-wide alumni functions.

Examples of Duties

- Organizes and coordinates alumni events such as auctions, receptions, or banquets, or weekend campus visits to reach particular constituent groups.
- Recruits new Alumni Association Members through personal contacts, events, and presentations to community groups. Develops e-solicitation or mail solicitation projects including idea, design, feedback approval process, and implementation.
- Oversees alumni chapter budgets, meetings and activities.
- Advises a campus section of the USF student Ambassadors.
- Collaborates with alumni affairs colleagues in other offices on campus to develop strategies, goals and objectives for alumni participation.
- Creates university-community partnerships by recruiting business and community leaders and encouraging continued involvement through group participation.
- Makes contacts within and outside USF to obtain new alumni benefits and increase the value of Alumni Association membership.

Minimum Qualification Requirements

This position requires Bachelor's degree and one year of experience related to alumni affairs, community relations or development. Four years of relevant experience may substitute for the Bachelor's degree.