**Classification Specification for Unclassified Service**

**Title:** Associate Director Alumni Affairs

**Pay Scale Group:** 20-01

**Essential Function**

Under general supervision from a designated administrator, direct, organize and implement activities of the Alumni Affairs Department.

**Characteristic Duties**

Direct, organize and implement designated activities of the Alumni Affairs department;

Develop and write communications (i.e., letters, grants, brochures, reports etc.);

Facilitate communications for the Foundation, the Alumni Association and the Proudly Cincinnati campaign;

Develop scripts for board meetings and other key events;

Assist in the development of policies and procedures;

Develop and implement long range and immediate alumni programs;

Initiate university contact with alumni;

Plan, write and edit promotional copy for alumni programs and activities;

Recruit and train volunteers and organize volunteer groups nationwide to support alumni programs;

Provide consultation and recommendations to university units seeking alumni relations assistance;

Prepare analyses of new or proposed alumni programs or events;

Serve as host or hostess on alumni sponsored trips;

May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.);

Perform related duties based on departmental need.

**Minimum Qualifications**

Bachelor’s degree with seven (7) years’ experience; OR- Associate’s degree with nine (9) years’ experience; -OR eleven (11) years’ experience; experience must be in marketing, advertising, public relations or alumni affairs and include at least three (3) years supervision.