Classification Specification for Unclassified Service

Title: Director, Alumni Affairs

Pay Scale Group: 18

Essential Function

Under general supervision from a designated administrator, direct, manage and evaluate the day-to-day operations of the Office of Alumni Affairs and UC Alumni Association.

Characteristic Duties

- Execute the day-to-day operating plans and organizational development goals.
- Assist in identifying appropriate new programs and services to offer to alumni.
- Assist with oversight and guidance to ensure the success and efficient functioning of programs.
- Develop and manage annual budgets for the Office of Alumni Affairs and the UC Alumni Association.
- Serve as liaison to internal and external constituents.
- Manage processes for recruitment and hiring.
- Oversee the training and orientation of new employees and instruct them in policies and procedures.
- Provide backup support for the Executive Director of Alumni Affairs.
- 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 five (5) years experience; - OR- Associate’s degree with seven (7) years experience; - OR- nine (9) years experience. Degree must be in Business Administration or related discipline. Experience must be in a related field and include at least three (3) years supervision.

New: December 2010
Last updated:

An affirmative action/equal opportunity institution