Classification Specification for Unclassified Service

**Title:** Executive Director Alumni Affairs

**Pay Scale Group:** 99-1

**Essential Function**

Under general supervision from a designated administrator, direct and coordinate the operational and financial activities of the University's Alumni Affairs office.

**Characteristic Duties**

Direct and coordinate the operational and financial activities of the University's Alumni Affairs office.

Monitor and review operations of the various programs, Alumni clubs and services.

Assist in the development of policies and procedures.

Review and approve staff program recommendations.

Evaluate the effectiveness of departmental operations and recommend organizational changes or policy and procedure revisions.

Plan and recommend programs to develop alumni relations.

Maintain liaison with University officers and deans regarding alumni programs.

Review and approve departmental operating expenditures.

Develop budget request and written narrative.

Serve as host or hostess on alumni sponsored trips. Under special circumstances, spouses may be expected to assist with this task.

Speak to alumni, community and business groups to promote UC and fund-raising campaigns.

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

Assign work; ensure proper workflow of the unit; act as lead worker.

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 public relations and/or fund raising and include at least three (3) years supervision.