

# **SUL ROSS STATE UNIVERSITY**

## **Position Description**

**OFFICIAL TITLE:** Director of Alumni Relations  
**SALARY GROUP:** Unclassified 4

**JOB CODE:** 1109

### **SUMMARY**

Function: Supervises Sul Ross State University Alumni Relations Department, including coordinating communications with SRSU alumni, promoting the Alumni Association, and maintaining a current record system of SRSU Alumni.

Scope: Supports Sul Ross State University's 25,000+ alumni and coordinates activities and efforts related to alumni development. The Director also supports SRSU by developing and promoting projects that benefit the institution and the Alumni, ultimately resulting in financial support plus greater visibility to the public.

### **DUTIES**

Essential: The Director of Alumni Relations will be responsible to oversee the operations of the Alumni office and the general management of the alumni staff and volunteers; will develop a close working relationship with the Alumni Association Board of Directors; work with college deans and university departments to support and enhance alumni activities; plan, organize, coordinate and execute annual Alumni events including but not limited to the Annual Homecoming Activities; assist in organizing and maintaining alumni chapters locally, nationally and in foreign countries; develop a yearly operations plan for long and short-range needs that complements the mission of Sul Ross State University and provide a budget report to the Executive Director for Administration and Development and the Alumni Association Board of Directors annually. The Director will oversee all publications related to alumni relations, including but not limited to any information for press releases and articles, newsletters and other public relations material for the alumni affairs department. The Director will oversee the updates and management of the alumni webpage. The Director will engage with the student alumni group, the Lobo Legacy and serve as the sponsor for that organization with regular meetings and activities. The Director will coordinate with the Director for Advancement to assure donor relations and scholarships are disbursed according to the agreements on file; be responsible for the personal safety and the safety of others within the Alumni Relations office by exercising due caution and practicing safe work habits at all times.

### **SUPERVISION**

Received: The Director of Alumni Relations will report directly to the Executive Director for Administration and Development.

Given: The Director will supervise the employees & students in the Alumni Relations office and coordinate the efforts of alumni serving in a voluntary/advisory capacity.

### **EDUCATION**

Required: Bachelor's Degree.

Preferred: Master's Degree

**EXPERIENCE**

Minimum of five (5) years experience in a progressively responsible professional position in alumni, public relations or development activities in higher education or related experience; combination of education, experience, and training that would produce the required knowledge and abilities.

**EQUIPMENT/SKILLS**

Required: Demonstrate strong professional and executive abilities and strong interpersonal skills; demonstrate excellent oral and written skills, including English, journalism and practices and procedures in public relations; be proficient in computer applications and databases; be able to establish effective work relationships with diverse groups and individuals; knowledge of the university mission and university community; ability to organize and direct major work projects and meet deadlines in a timely manner; ability to oversee and motivate staff and volunteers.

**WORKING CONDITIONS**

Usual: Requires evening and weekend work periods, and frequent travel. Position is Security Sensitive.

Physical Requirements: Light lifting exerting up to 25 lbs., occasionally 10 lbs., frequently or negligible amounts constantly or requires walking or standing to a significant degree.

Revised 2/12/2019