

Alumni Coordinator

Administrative Support Coordinator - Level II

Part-time, Temporary Position

Alumni Association

Position

Under the general supervision of the Assistant Director of Alumni Relations, the Administrative Coordinator will perform a variety of administrative and technical duties to support Alumni Relations and the Alumni Association. Encouraging a spirit of connection and a culture of philanthropy, the Coordinator serves more than 55,000 current and future alumni by providing resources, creating communications, assisting with networks and coordinating activities and events. The Coordinator is also a key contributor to the University's operational efficiency through data accuracy and integrity. Responsible for annual and life membership record maintenance -- follow-up, recording and processing; assists alumni with benefits and program information; helps generate membership and marketing materials; and assists Assistant Director with data segmentation and membership campaigns. Evaluates and makes recommendations to assist the Assistant Director of Alumni Relations with creating and implementing strategy for the Alumni Association's online presence including administering, updating and maintaining content as it relates to the website, social networking, the newsletter, online alumni community, and other e-communications. Coordinates and maintains efficient office systems, supplies and procedures; work directs and trains student workers; responds to incoming calls, emails and in person inquiries; provides administrative/clerical support for development activities such as the Annual Fund appeal, special events and other assignments; performs data entry and updates; provides general reception and performs administrative functions such as answering the phones, copying, mailing, faxing, filing and running errands on campus. Assists with Board of Directors meeting preparation; attends bi-monthly Board meetings; records and distributes minutes; and updates Board roster and other Board materials as needed. Assists with coordinating multiple large and small special events for alumni, students, and University Development; helps create and prepare outreach materials to promote events and activities; and works at events and all

Board functions for registration, signing up new members, sharing information about the Association, capturing ideas for future stories and events, event set up and clean up.

Qualifications

High School diploma and a minimum of three years progressive administrative support experience or an equivalent combination of education and experience; college degree preferred. Requires strong experience with content management systems, desktop publishing software and Web 2.0 tools; experience assisting in developing, administering, updating and maintaining effective online social communities and groups, networks and web applications; experience assisting in the development, design and layout of written professional hard copy and electronic outreach materials and correspondence; and experience assisting with the marketing and coordination of special events. Requires excellent interpersonal skills; strong customer service skills; fundamental written and oral communication skills, including a thorough knowledge of English grammar, spelling and punctuation; and heavy attention to details and accuracy. Requires a fully functional knowledge of and skill in standard office procedures and practices, as well as an ability to understand and operate in a variety of organizational structures; expertise in the use of office systems and the ability to use a broader range of technology, systems, and packages; comprehensive and detailed knowledge of applicable university infrastructure, policies, and procedures; and the ability to interpret and apply policies and procedures, using judgment and discretion when precedents do not exist. Requires the ability to work effectively and collaboratively with all levels of faculty, staff, administration, alumni, students, donors, University friends, and the general community; handle interpersonal interactions at all levels and handle highly sensitive situations and confidential information; troubleshoot and problem-solve; use negotiation and persuasion skills to achieve results and expedite projects; understand problems from a broader perspective and anticipate the impact of office administration problems and solutions on other areas; perform standard business math; effectively draft and compose correspondence and standard reports; proofread and edit documents; work effectively as a team and with other administrative offices; plan and coordinate own work and multiple and competing projects with multiple deadlines; and learn, interpret, and apply independently a wide variety of policies and procedures where specific

guidelines may not exist. Requires the ability to use and quickly learn new office support technology systems and software packages; intermediate experience using databases and in the use of MS Office, including Excel and Word; and demonstrated experience in using a computer for data entry is required. An understanding of and familiarity with fundraising and its associated databases, principles, applications, ethics and practices; experience working with students, interns and training volunteers or boards; experience with iModules and The Raiser's Edge; and demonstrated in depth knowledge of SSU and prior student experience at SSU are all preferred. This position requires the ability to sit for extended periods of time; and frequently use a computer to enter data for up to six hours per day. Requires the ability to work both indoors and outdoors and stand for long periods of time.

Qualification Note

Evidence of degree(s) or certificate(s) required at time of hire.

Salary and Benefits

The salary range is \$1,537 to \$2,307 a month. Starting salary placement will not exceed \$2,000 per month. This is a part time, temporary, non-exempt position.

Reappointment to this position is dependent upon the individual's performance as well as administrative and budgetary considerations. A comprehensive benefits summary for this position is available at

http://www.calstate.edu/Benefits/Summaries/2007R_CSUEU-Units%202579.pdf or by request at Employee Services.

Application Process

A completed [SSU Employment Application](#) form is required for each desired position by the filing deadline. Filing deadlines may be extended to meet the needs of the recruitment. A resume may be submitted in addition to the application. Please be aware that any resume submitted without a completed application will not be considered. More information on the [application process](#) is available. You may also contact Employee Services to have an application mailed to you. Materials submitted with your application will not be returned. Employee Services must receive applications for staff positions by 4:30 p.m. on the filing deadline date, unless otherwise specified. The [ADA Coordinator](#) is available to assist individuals with disabilities in need of accommodation in the hiring process.

In addition to meeting fully its obligations of nondiscrimination under federal and state laws, Sonoma State University is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, or other personal characteristics or beliefs. Sonoma State University is an Equal Opportunity /ADA Employer.