Saint Michael’s College
Job Description

Job Title: Assistant Director for Alumni and Parent Relations

Department: Institutional Advancement

Supervisor or Manager: Director for Alumni and Parent Relations

Date Created: 7/31/05   Last Revised: 7/31/05   FLSA Status: E

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- College events in the Burlington area are successfully managed
- Reunion/Homecoming activities are successfully implemented as a result of the IA staff working together
- Administrative support is provided and office budget is managed for department
- Many IA events/programs, including career development, are managed and coordinated
- Interaction with Office of Admission is performed on a regular basis
- The commitment to SMC’s mission is carried out, in all aspects of work, on a daily basis
- The mission of the College is effectively promoted and the IA mission is supported to build life-long relationships with alumni, parents and friends, and to engage alumni and friends of the College as active volunteers and benefactors
- IA policies are adhered to regarding confidentiality of prospect information and database integrity

Essential Duties and Responsibilities:
- Recruits, supports and manages volunteers and activities of Burlington Club
- Coordinates Alumni Learn to Swim Program, Winter Weekend, Children’s Christmas Party
- Assists IA colleagues with IA events, such as Green Mountain Scholar Golf Classic, Homecoming and other events
- Manages registration and finances of Reunion every year
- Acts as first point of contact for alumni and reunion participants
- Assists in all reunion-related programming
- Performs as Editor for Saint Michael’s College Magazine Class Notes Section
- Manages office budget and provides clerical support as necessary
- Coordinates office correspondence (marriage, birth, condolence letters)
- Assists in implementation of career and alumni programming
- Attends and takes minutes for the Alumni Board of Directors (3x/year) meetings
- Supervises work-study students
- Monitors status of all tracked admission applications for entire IA department

Secondary Responsibilities:
- Provides back up as required for other members of Alumni and Parent Relations team
- Performs phone coverage as requested for other IA members
- Accomplishes other duties as assigned by Director of Alumni and Parent Relations

Positions Supervised:
- Work-study students

Major Contacts:
- IA Staff
- Admission Officers
- Career Development Officers
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- Printing/Mailing Services
- SMC Bookstore staff
- Edmundite Campus Ministry
- Bursar/Cashier
- Accounts Payable
- Finance
- Outside vendors/suppliers

Demonstrates Excellence:
- Articulates beautifully the mission of the college through personal behavior
- Has a kind, courteous demeanor both on the telephone and in person, working well with diverse constituencies
- Thinks dynamically and possesses the ability to multi-task, be open to change and new ideas
- Is organized and timely when providing information to others who depend on it
- Displays a willingness to work non-traditional hours and pitches in when needed

Education and Work Experience:
- Bachelor’s degree
- Previous work experience with alumni/parents desired
- Strong knowledge of the College and Burlington community
- Background in event planning helpful

Analytic Skills:
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response

Language and Literacy Skills:
- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

Computer/Technology Skills:

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Licenses, Certifications and Other Requirements:
- Must meet driver’s eligibility requirements as stated in the Saint Michael’s College Vehicle Use Policy

Physical Demands:
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
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- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Assistant Director for Alumni and Parent Relations, the employee must occasionally lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Flexibility with schedule to work nontraditional hours, including weekends, at certain times of the year to assist in staffing Reunion, Homecoming, and other events
- Ability to participate in Commencement, convocations and other College events as defined by supervisor and responsibilities of this position

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.