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: 4/15/05  Last Revised: 8/16/12  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:
- Opportunities are created for alumni and parents to stay connected to Saint Michael’s College
- Volunteers are recruited and alumni participation in the Saint Michael's Fund is encouraged
- Current students are educated about Institutional Advancement and what it means to be an alumnus of the College
- 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:
- Works in concert with fellow IA employees for the overall success of advancement program
- Participates as a strong contributing member of the Alumni and Parent Relations team
- Acts as a liaison for Saint Michael’s clubs and regional alumni and parent groups, aggressively cultivating volunteers to strengthen existing clubs and add new ones where appropriate
- Coordinates and implements regional events and programs
- Assists in planning activities for Reunion and Alumni Weekend; manages volunteers to ensure success of both programs
- Works with Admissions Counselors for an effective and meaningful experience for Founders Society students
- Attains at least 10 off-campus one-on-one meetings with alumni and parents each month to achieve a minimum of 120 visits per year
- Assists in identifying special gift prospects
- Helps maintain Institutional Advancement website

Secondary Responsibilities:
- Assists in delegating work to interns or work-study students
- Attends Saint Michael’s events relating to new student orientation, Commencement, and others as appropriate
- Performs other duties as assigned

Positions Supervised:
- None

Major Contacts:
- Director of Alumni and Parent Relations
- Assistant Directors of Alumni and Parent Relations
- IA staff
- Admissions Officers
- Career Center staff

Page 1 of 3
Saint Michael's College
Job Description
Job Title: Assistant Director for Alumni and Parent Relations (3)

- SMC Club Officers
- Other alumni and parent volunteers
- Founders Society student coordinators and student members

Demonstrates Excellence:
- Manages work independently as a self-starter who can handle multiple projects
- Has consistent forethought and insight into planning and achieving event goals
- Is aggressive in obtaining visits and encourages active participation in the College through financial and volunteer support
- Supports and manages alumni volunteers with good judgment and strong diplomatic skills
- Shows a steadfast commitment to participating as a member of a fully integrated outreach and development team

Education and Work Experience:
- Bachelor’s degree
- Previous work experience with alumni/parents desired

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 a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

Computer/Technology Skills:

<table>
<thead>
<tr>
<th>Software</th>
<th>None</th>
<th>Working Knowledge</th>
<th>Intermediate</th>
<th>Highly Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Excel</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Microsoft Publisher</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Microsoft PowerPoint</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Outlook</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Adobe Photoshop</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adobe Acrobat</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quark</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Datatel</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Internet Research</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

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
- 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.