



# Savannah State University

## Position Description – Administrative Specialist – Alumni Affairs

### ***POSITION DESCRIPTION***

Position Title: Admin Specialist- Office of Alumni Affairs      FLSA Status: Exempt  
Reports to: Director of Alumni Affairs  
Department: Institutional Advancement  
Date Prepared: June 2003

### ***BASIC FUNCTION***

This position assists the Director of Alumni Affairs with planning and coordination of alumni activities such as homecoming, class reunions, and alumni conferences. This position organizes and prepares the alumni publications which include a magazine, newsletter, brochures and alumni conference souvenir booklets.

### ***NATURE & SCOPE***

This position serves as a team member with significant project orientation because of the type of work performed by the team. The Administrative Specialist is accountable for layout and design of the various alumni publications.

For this position to be successful the incumbent must be effective at dealing with a number of departments and individuals within Savannah State as well as a number of vendor and service providers outside the University. And frequently is responding to inquiries or exchanging information with them.

One of the challenges of this position is presented by the publishing deadlines inherent in the work. Some publications require information from other areas of the University and the ability to interact with these areas and get the information in a timely manner consistent with the deadlines is critical.

### ***PRINCIPAL ACCOUNTABILITIES***

- Organizes and prepares alumni related publications
- Assists with the planning and coordinating of alumni events
- Processes new member information
- Processes alumni requests
- Performs routine administrative duties as needed

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires a four-year college degree.