



## Savannah State University Position Description – Director Administrative - Alumni

### ***POSITION DESCRIPTION***

Position Title: Director Administrative – Alumni Affairs      FLSA Status: Exempt  
Reports to: Vice President  
Department: University Advancement  
Date Prepared: June 2003

### ***BASIC FUNCTION***

The goal of the Alumni Affairs Office is to maintain positive, supportive relationships with the alumni. Specific responsibilities include the administrative and management of effective alumni programs and support of the University, maintenance of alumni database, coordination with SSU National Alumni Association, events coordination, conference coordination, chapter memberships development and production of alumni publications.

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

Reporting to the Vice President, this position is involved in all areas that impact Savannah State Alumni. This position is responsible for processing membership dues and conference and event registration fees. Once processed, biweekly correspondence is sent to the National Treasurer.

The Director is also accountable for managing large purchases made by the Alumni Association and is responsible for consolidating revenue from bookstore and game event ticket sales with Auxiliary Services.

Alumni Affairs has ongoing interaction with Academic Affairs, especially Admissions, to ensure effective informative exchange of information critical to major goals and tasks of the Alumni Association.

The Director is challenged by not having adequate funds to produce multiple publications to entire alumni database, and coordinating several major events simultaneously. This position is always focused on growth in quantity and quality of alumni support.

### ***PRINCIPAL ACCOUNTABILITIES***

- Directs alumni chapter and membership development.
- Coordinates alumni events, programs and conferences.
- Develops alumni and graduation class publications.
- Maintains alumni database.
- Maintains website maintenance for alumni, communications and development.

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

This position requires beyond four years of college, but typically less than an advanced degree.