



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Alumni Relations Associate</i>	EEOC Job Classification	Administrative Support Worker
		FLSA Classification	Non-exempt
Department:	Development	W/C Classification	8810 - Clerical
Reports To:	Director	Effective Date	8/24/2022

SUMMARY

Advance the mission and vision of TMUS by executing crucial alumni relations strategies including; student advancement team (and associated communication points), alumni relations events (WOW, graduation, and Truth and Life) etc.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Key initiative #1 – Execute effective alumni relations communications strategy through Student Advancement Team (SAT)

- Develop/craft necessary communication points to alumni community with input from development team.
- Assist annual fund officer with the management of a team of student interns – including hiring, training, oversight, scheduling

Key initiative #2 – Represent alumni relations at all necessary campus events

- Determine when/where alumni relations is advantageously involved in TMU events.
- Provide alumni relations representation at TMU events.
- Deliver necessary communication and interaction at events (WOW, graduation, Truth and Life, etc.).
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- Assign, plan, and oversee the work of the student/alumni calling team.
- Handle discipline and termination of employees as needed and in accordance with TMUS policy.
- Train employees, verify timecards, and monitor budget.
- Complete employee evaluations and help maintain up to date job descriptions.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience preferred.
- At least three-years' experience in higher education advancement preferred.
- Proficient in Microsoft Office Suite or similar software.

PHYSICAL DEMANDS

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.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; have full dexterity of hands and arms; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- No travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.