POSITION ANNOUNCEMENT

TITLE: ALUMNI RELATIONS MANAGER

DEPT: ADVANCEMENT

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $43,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

*INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:
Manages all events, outreach, publications and relations with alumni. This includes, but is not limited to: Publication of Alumni Magazine (Gold Pan), Alumni Mailing, oversight of Alumni Reception, oversight of all Alumni events (such as 49ers, 50th reunions, etc.) Serves as primary contact with Alumni Association. Coordinate and plan alumni trips, programs, courses, etc. Coordinate with the Admissions office to utilize alumni in recruiting students. Coordinate with Student Affairs to increase career fair options with outreach through alumni. Position will involve travel and require a person with excellent interpersonal relationship skills, and understanding of ethics as they relate to fundraising, a creative mind, the ability to multi-task and prioritize and most importantly the ability to relate to a diverse constituency. Will maintain a social media presence for all alumni via website, Net Communities, Facebook, and other social media tools.

REQUIRED QUALIFICATIONS:
Bachelor’s Degree required. Knowledge of computers (Word and Excel) required. Knowledge and use of databases required. Excellent verbal and written communication skills required. Excellent knowledge of social media skills required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 082, Socorro, NM 87801-4796