POSITION ANNOUNCEMENT

TITLE: COORDINATOR/ALUMNI RELATIONS  
DEPT: ADVANCEMENT

REG ☑  TEMP ☐  FULL TIME ☑  PART TIME ☐

STARTING RATE or SALARY RANGE $37,500
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:
Coordinator oversees all publications, outreach and events as they pertain to alumni. This includes but is not limited to: alumni magazine Gold Pan, receptions, coordination with events planner on alumni events (homecoming, reunions, etc.). Serve as the primary contact with the Alumni Association. Coordinator will plan alumni trips, programs and courses. Will work with other offices to increase alumni involvement in recruiting and hiring efforts. Position requires someone with excellent interpersonal skills, the ability to write and to travel. Applicant should have an understanding of ethics as they relate to fundraising and be able to multi-task and see project through to completion. Coordinator also maintains social media presence for Advancement Office.

REQUIRED QUALIFICATIONS:
Bachelor's Degree required. Customer service experience required. Computers, Word, Excel required. Knowledge and use of Databases desired. Excellent verbal and written communication skills required. The ability to form relationships with all constituencies required. Must be well organized.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 157, Socorro, NM 87801-4796