POSITION DESCRIPTION

Department: University Development and Alumni Engagement
Classification Title: Administrative Analyst/Specialist I – Non-Exempt
Working Title: Alumni Outreach Programs Specialist
FLSA Status: ☒ Non-Exempt ☐ Exempt
Incumbent:

Position Summary
The role of the University Development and Alumni Engagement Division is to foster strong relationships with internal and external partners to enhance support for Cal Poly. University Development and Alumni Engagement establishes and implements an overall advancement program, including coordinating fundraising, donor relations, gift processing, trust and endowment management, training and systems support for the donor database, and Cal Poly Foundation support and administration. Equity, Diversity, and Inclusion are core values at Cal Poly and UDAE is committed to a continuous process of learning and updating practices to support systemic evolution toward equity, diversity, and inclusion for our team and constituents.

The Alumni Engagement department maintains a vital link between the University and its alumni. Reporting to the Senior Director of Alumni Engagement, the Alumni Outreach Programs Specialist is responsible for coordination of alumni relations events and programs, as well as coordination, stewardship and support of the Cal Poly Alumni Association Board of Directors and alumni volunteers. The incumbent will also be responsible for providing administrative support on varied and complex projects and events associated with the office of Alumni Engagement.

Duties and Responsibilities
The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions

- Serve as a liaison for the Cal Poly Alumni Association Board of Directors and its formal meetings and standing committees, including providing administrative and communication support for individual board members and coordinating visits to campus.
- Provide Cal Poly Alumni Association Board of Directors with engagement opportunities and support with programmatic activities, including for events at Board of Director’s homes or venues.
- Serve as the liaison for the CPAA Board of Directors software management platform for meeting materials and collaboration tools, such as Board Effect software.
- Coordinate the administration of public private partnerships for Cal Poly Alumni programs, including serving as the office contact with third-party partners. Manage vendor relationships: oversee the selection, promotion, and administration of revenue-generating partnerships to bolster financial support for alumni programs.
• Provide support for staff and alumni on the Cal Poly Career Connections mentoring software platform.
• Research, analyze and oversee existing and potential alumni benefits and discount programs, as well as revenue generating partnerships with both internal and external campus partners.
• Provide administrative support on varied and complex projects to the Office of Alumni Engagement as needed.
• Assist Alumni Engagement staff with alumni programming, special events and projects.
• Assist with maintenance and reports from the alumni database and CRM system.
• Provide support at Alumni House, welcoming alumni and assisting with requests.

<table>
<thead>
<tr>
<th>Related Job Functions</th>
<th>As Needed</th>
<th>10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Perform other job-related duties and special projects as assigned.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Required Education, Experience, and Credentials**

**Education and Experience:**
• Equivalent to graduation from a four-year college or university. One year of technical or administrative experience. A graduate degree in a related field may be substituted for one year of the required experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

** Licenses, Certificates, Credentials:**
• Possession of a valid driver’s license or the ability to obtain by date of hire.

**Required Skills, Knowledge, and Abilities**

1. Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to Alumni Engagement to develop conclusions and make recommendations.
2. Thorough knowledge of policies, procedures, and outside regulations pertaining to the alumni outreach programs.
3. Demonstrated customer service skills, including a very high level of diplomacy and professionalism.
4. Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
5. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
6. Excellent communication skills: ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
7. Thorough knowledge of English grammar, spelling and punctuation.
8. Ability to interpret, communicate and apply policies and procedures.
9. Ingenuity in determining methods to achieve programmatic goals and develop and implement program policies. Analytical capacity, problem-solving and independent decision-making skills.
10. Excellent organizational and time management skills with the ability to independently set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines in a fast-paced environment.

11. Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.

12. Working knowledge of operational and fiscal analysis and techniques.

13. Ability to work in a volunteer-oriented organization.

14. Demonstrated ability to maintain a high degree of confidentiality.

Preferred Skills and Experience

- Knowledge of desktop design programs and Cal Poly mainframe applications.
- Progressively responsible experience in alumni relations, development, public relations/social media, special events, non-profit, higher education, or a related field.
- Proven track record of alumni work, or work in an organization that brings a variety of constituents together through events, communications and other programming.
- Bachelor's Degree.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

Special Conditions

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work additional hours, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA)
- Must be able to successfully pass a pre-employment background/fingerprint check.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

INCUMBENT: I have read this position description and understand its contents.

<table>
<thead>
<tr>
<th>INCUMBENT NAME</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

SUPERVISOR: I certify that all statements on this form are complete and accurate.

Jennifer Fanning, Sr Dir Alumni Eng

<table>
<thead>
<tr>
<th>IMMEDIATE SUPERVISOR NAME AND TITLE</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

Amanda McAdams, AVP Development and Alumni Engagement

<table>
<thead>
<tr>
<th>DEPARTMENT HEAD NAME AND TITLE</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID#</td>
<td>REQUEST FOR</td>
<td>CLASSIFICATION INFORMATION</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td></td>
<td>Update Review for File</td>
<td>Classification Title: AA/S Non-Exempt I</td>
</tr>
<tr>
<td></td>
<td>Classification Review</td>
<td>Class Code/Range: 1038-1</td>
</tr>
<tr>
<td>FTE:</td>
<td></td>
<td>CBID: R09</td>
</tr>
<tr>
<td>Permanent</td>
<td></td>
<td>MPP Job Code: N/A</td>
</tr>
<tr>
<td>Temporary</td>
<td></td>
<td>Classifier Initials: HR</td>
</tr>
<tr>
<td>COI Position</td>
<td></td>
<td>Date: 03/19/24</td>
</tr>
<tr>
<td>Recruitment Number:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>