

JOB DESCRIPTION

Job Title (30-character limit)	Assistant Director of Reunion & Class Programs	Job Code	
Division/Function	Advancement	Career Level/ Grade Level	55
Reports To	Director, Reunion & Class Programs	FLSA	

GENERAL PURPOSE

The General Purpose provides a concise, high-level overview of the role, level, and scope of responsibility consisting of 3-4 sentences. It provides a basic understanding of the job and a concise summary of why the job exists and how it makes an impact.

The Assistant Director of Reunion & Class Programs is responsible for the design and implementation of successful reunion programs and class volunteer opportunities in assigned classes for the University's School of Arts, Sciences, and Engineering undergraduate alumni. This position works closely with the Director to develop strategy and vision for class-based reunion programming and class volunteers.

JOB DUTIES AND RESPONSIBILITIES

This section contains a description of the 4-7 separate duties and responsibilities that make up the position. Assign each responsibility a percentage of time (increments of 5% and no one responsibility greater than 25%) to total 100%. Select an indicator (Y/N) for essential function and remote work. Job Duties should be listed in order of percentage of time, with highest percentage first. When estimating percentage of time, it can be considered that 10% of a week is 5 hours or 5 weeks in a year.

Responsibility	% of Time Spent (Must total 100%)	Essential* Function (Y/N)	Can Be Performed Remotely (Y/N)
Reunion Volunteer Management <ul style="list-style-type: none"> Strategic oversight of volunteer recruitment and management for the 1st, 5th, and 10th Reunion Committees, working with more than 100 reunion volunteers. Through one-on-one meetings and conversations, work closely with Advancement partners to identify, recruit, engage, and cultivate alumni in or about to be in a reunion year. Manage Reunion Committee activities focused on promoting reunion attendance, classmate to classmate outreach, and participation in the class gift campaign. 	40%	Y	Y
Marketing and Communications <ul style="list-style-type: none"> Work with the Director to review and modify all marketing and educational materials in order to ensure web pages, printed communications and collateral, e-mail messages, and other promotional vehicles for alumni engagement are relevant and effective. Develop a social media plan in collaboration with volunteers for class or regional alumni events, classmate news and/or updates, Reunion/Meliora Weekend, University news and/or updates, etc. 	20%	Y	Y
Reunion Event Management <ul style="list-style-type: none"> Through meetings and conversations, design class events leading up to and during Reunion/Meliora Weekend that will engage alumni and build enthusiasm and interest in Reunion/Meliora Weekend and the University. 	20%	Y	Y

Responsibility	% of Time Spent (Must total 100%)	Essential* Function (Y/N)	Can Be Performed Remotely (Y/N)
<ul style="list-style-type: none"> Responsible for the success of 3-6 class reunion programs that include all outreach and events associated with each class. Represent the University and the Reunion Program at Alumni events in various cities around the United States as needed and at Reunion/Meliora Weekend. 			
Class Volunteer Management <ul style="list-style-type: none"> Through one-on-one meetings and conversations, work closely with Advancement partners to identify, recruit, engage, and cultivate alumni in assigned class years, that include a range of 11 classes from 1 to 10 years out. Working with potentially 100 class volunteers focusing on class connections. 	10%	Y	Y
Travel and Personal Outreach <ul style="list-style-type: none"> National travel is required for meeting with alumni for the purposes of volunteer recruitment and cultivation and promoting alumni engagement. A minimum of 50 purposeful, face-to-face, or virtual meetings in a fiscal year is required. 	5%	Y	N
Goal Setting and Analysis <ul style="list-style-type: none"> Responsible for operating plans, engagement statistics reports, and analysis of the 1st, 5th and 10th Class Reunion program. Continued training, professional development and gaining of overall University knowledge through regular meetings with unit-based colleagues, faculty, and staff; training on UR Advancement protocols and procedures; technical training on Advancement's prospect management system; and honing of professional skills through seminars, conferences, trainings and individual mentoring. Other tasks and duties as assigned by the Director. 	5%	Y	Y

**Essential functions are those functions that the individual who holds or desires the position must be able to perform with or without a reasonable accommodation. A job function may be deemed essential based upon several factors such as whether: 1. the position exists for performance of the function; 2. the number of employees available who can perform the function and limitations on the ability to reassign it; or 3. the degree of skill or expertise required to perform the function.*

QUALIFICATIONS

This section lists the level of job knowledge (such as education, experience, knowledge, skills, and abilities) necessary to do this job and whether it is required or preferred. Required qualifications are the minimum level of qualifications needed to perform this job. Preferred qualifications are "nice to have" but are not essential to the day-to-day functions of the job.

	Description	Required/Preferred
Minimum Education	Bachelor's degree or an equivalent combination of experience and training.	Required
Experience	Four or more years of related work experience, preferably in advancement or higher education, or equivalent combination of education and experience	Required
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> Outstanding communication skills, including direct interpersonal skills. Demonstrated ability to think creatively and develop innovative programs and solutions to problems. Demonstrated ability to work with, motivate, and lead volunteers is preferred. Ability to work as a member of a team to accomplish objectives. Experience with computer technologies and sophisticated software applications. A personal belief in mission, goals and objectives of private higher education and a desire to change the world. Willingness to promote philanthropy for the University. Some evening and weekend work is required. 	Required
Certification		

JOB SCOPE

Place an "X" next to the **ONE** statement that applies the majority of the time in each category.

Critical Thinking	
	Basic level of problem-solving ability. Follows policies and procedures where facts are readily available.
X	Moderate level of problem-solving ability. Gathers and interprets data to solve routine problems that require verification. Some independent judgement required.
	Independent level of problem-solving ability. Resolves semi-complex problems that require independent judgement.
	High level of problem-solving ability. Integrates and interprets data from diverse sources to find solutions to very complex problems.
Freedom to Act	
	Work is closely managed and reviewed for accuracy and adequacy. Follows specific, outlined, and detailed instructions.
	Work is accomplished with moderate supervision. Follows established and detailed directions. Work is reviewed for accuracy and overall adequacy.
X	Work is accomplished with limited direction. Determines and develops approach to solutions. Work is evaluated upon completion to ensure objectives have been met.
	Work is accomplished without considerable direction. Exercises judgement in selecting methods, techniques, and evaluation criteria in obtaining results. Exerts significant latitude in determining objective of assignment. Takes calculated risks with consultation from an expert.
	Works with minimal direction toward predetermined long-range goals. Acts independently to determine methods and procedures on new or special assignments. Determines and pursues courses of action essential in obtaining desired results. Takes calculated risks.
Supervision of others (including hire/fire)	
X	No supervisory responsibility
	Non-supervisory leader (Example: team leader, coordinator, or mentor)
	Supervisory (two or more fulltime direct reports or equivalent)
Planning	

	Executes goals and objectives established by supervisor or manager.
X	Develops individual goals and sets individual daily priorities and tasks. Goals and objectives are monitored by supervisor or manager.
	Develops and executes goals and objectives for a department or functional group. Recommends and gives input to strategic initiatives.
	Creates business strategies for long-term strategic objectives. Monitors results of initiatives.
Consequence of Error	
	Failure to accomplish results can normally be overcome without significant effect on the organization.
	Failure to achieve results or erroneous judgements may require allocation of additional resources to correct and/or achieve goals.
X	Failure to obtain results or erroneous judgements or recommendations would normally have serious results and may require substantial expenditure of resources to correct and/or achieve goals.
	Erroneous decisions or recommendations would normally result in the inability to reach crucial organizational objectives and may have prolonged effect, as well as the expenditure of substantial resources.
	Erroneous decisions or recommendations would normally result in failure to reach goals crucial to significant organizational objectives and would profoundly affect the image of the organization.
Financial Responsibility <i>(Please check all that apply)</i>	
	Signing responsibility
X	Manage pre-determined budget
	Independent judgement and responsibility to develop employer or departmental budget
	Responsible for revenue generating processes less than or equal to \$1M
	Responsible for revenue generating processes \$1M to \$5M
	Responsible for revenue generating processes greater than \$5M
	Independent judgement and authority to commit the employer in matters of significant financial impact

PHYSICAL/SENSORY REQUIREMENTS AND WORKING ENVIRONMENT		
<i>Indicate the physical/sensory requirement for each activity. Also indicate weight requirements where applicable</i>		
Activity	Rarely, Occasionally, Frequently, Continuously or N/A**	Weight***
Stationary Standing	Occasionally	
Sitting	Frequently	
Walking	Occasionally	
Crawling	N/A	
Balancing	N/A	
Lifting/Carrying	Occasionally	15
Pushing/Pulling	Occasionally	
Bending	Occasionally	
Squatting	Occasionally	
Kneeling	Occasionally	
Twisting/Turning	Occasionally	
Climb	N/A	
Stoop	N/A	
Overhead Reaching	Occasionally	
Typing/Keyboarding	Frequently	
Driving (car/equipment)	Occasionally	

Critical Thinking/Organization	Frequently	
Talking on Phone	Frequently	
Talking in Person	Frequently	
Hearing in Person	Frequently	

****Key to frequency codes:**

R = Rarely (less than 0.5 hours per day)

C = Continually (5.6 - 8.0 hours per day)

O = Occasionally (0.6 - 2.5 hours per day)

N/A = Not Applicable

F = Frequently (2.6 - 5.5 hours per day)

***Weight: Up to 10lbs; Up to 20lbs; Up 35lbs; Up to 50lbs; Greater than 50lbs

Hazard Assessment

Please enter a "Y" next to any hazard that this job is subjected to in a **normal** workday

Hazard Present (Y/N)	Hazard Type	Hazard Description
N	Chemical	Toxic: A chemical that exposes a person by absorption through the skin, inhalation, or through the blood stream that causes illness, disease, or death. The amount of chemical exposure is critical in determining hazardous effects. 1910.1000 for chemical hazard information. Flammable: A chemical that, when exposed to a heat ignition source, results in combustion. Typically, the lower a chemical's flash point and boiling point, the more flammable the chemical. Check MSDS for flammability information Corrosive: A chemical that, when it comes into contact with skin, metal, or other materials, damages the materials. Acids and bases are examples of corrosives.
N	Explosion	Chemical Reaction: Self-explanatory Over Pressurization: Sudden and violent release of a large amount of gas/energy due to a significant pressure difference such as rupture in a boiler or compressed gas cylinder.
N	Electrical	Shock/Short Circuit: Contact with exposed conductors or a device that is incorrectly or inadvertently grounded, such as when a metal ladder comes into contact with power lines. 60Hz alternating current (common house current) is very dangerous because it can stop the heart. Fire: Use of electrical power that results in electrical overheating or arcing to the point of combustion or ignition of flammables, or electrical component damage. Static/ESD: The moving or rubbing of wool, nylon, other synthetic fibers, and even flowing liquids can generate static electricity. This creates an excess or deficiency of electrons on the surface of material that discharges (spark) to the ground resulting in the ignition of flammables or damage to electronics or the body's nervous system. Loss of Power: Critical equipment failure as a result of loss of power.
N	Ergonomics	Strain: Damage of tissue due to overexertion (sprains and strains) or repetitive motion. Human Error: A system design, procedure, or equipment that is error provocative. (A switch goes up to turn something off).
N	Excavation (Collapse)	Soil collapse in a trench or excavation as a result of improper or inadequate shoring. Soil type is critical in determining the hazard likelihood.
N	Fall (Slip, Trip)	Conditions that result in falls (impacts) from height or traditional walking surfaces (such as slippery floors, poor housekeeping, uneven walking surfaces, exposed ledges, etc.)
N	Fire/Heat	Temperatures that can cause burns to the skin or damage to other organs. Fires require heat source, fuel, and oxygen
N	Mechanical/ Vibration (Chaffing/ Fatigue)	Vibration that can cause damage to nerve endings or material fatigue that results in a safety-critical failure. (Examples are abraded slings and ropes, weakened hoses and belts.)
N	Mechanical Failure	Self-explanatory; typically occurs when devices exceed designed capacity or are inadequately maintained.
N	Mechanical	Skin, muscle, or body part exposed to crushing, caught-between, cutting, tearing, shearing items or equipment.
N	Noise	Noise levels (>85 dBA 8 hr TWA) that result in hearing damage or inability to communicate safety-critical information

N	Radiation	Ionizing: Alpha, Beta, Gamma, neutral particles, and X-rays that cause injury (tissue damage) by ionization of cellular components. Non-ionizing: Ultraviolet, visible light, infrared, and microwaves that cause injury to tissue by thermal or photochemical means.
N	Struck by (Mass Acceleration)	Accelerated mass that strikes the body causing injury or death. (Examples are falling objects and projectiles.)
N	Struck Against	Injury to a body part as a result of coming into contact of a surface in which action was initiated by the person. (An example is when a screwdriver slips.)
N	Temperature Extreme (Heat/Cold)	Temperatures that result in heat stress, exhaustion, or metabolic slow down such as hypothermia.
N	Visibility	Lack of lighting or obstructed vision that results in an error or other hazard.
N	Weather	Phenomena (Snow/Rain/ Wind/Ice) Self-explanatory.

Approvals

HR Business Partner:

Compensation Analyst:

Approver:

Signature

Date
