

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Secretary/ Alumni Coordinator**

Data Year: 2019

Prepared On: 06/21/2019

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Department:	Development and Alumni	Grade:	7
Reports To:	Chief Development Officer	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	K Trzaska	Effective Date:	06/01/2019
		Revised Date:	06/21/2019

**Role:**

Position assists in the day-to-day operations of the development and foundation office.

Responsibilities include assisting the development director and associate annual giving director; working with the public; performing general office functions such as bookkeeping, keyboarding documents and data entry; assisting with special events; and performing other related work as required. May supervise work study students.

Assist with alumni engagement, including assistance on alumni engagement strategy for the campus. Also, support on the implementation process to complete alumni program and assists every alumni special event including support of alumni and student volunteers. Help manage local events, reunions and fund raising and usually contribute to periodicals that keep alumni up to date.

**Essential Functions & Responsibilities:**

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|---|-----|---|
| E | 15% | Assists Alumni relation activities. Utilize current information to develop and expend alumni connections  |
| E | 10% | Assists in recording donations for the Foundation and generates receipts/thank you letters.   |
| E | 5%  | Assistance with all logistics for alumni events in support of the school. This includes looking for venues both on and off campus, request for catering and set up food and beverages, enlisting staff participants and student volunteers, gathering responses and ensuring appropriate event closure. |
| E | 5%  | Maintains budget expenditures and receivables for Development office.   |
| E | 10% | Assists with maintaining the alumni and foundation web and social media pages.  |
| E | 10% | Assists with auction database record keeping, solicitation of donations, creating bid sheets, sending meeting notices to auction committee, setup/tear down at auction, and sending auction donor correspondence.   |
| E | 10% | Creates documents, makes copies, and sends correspondence for the Development Office. Performs other duties required by annual giving director. Supervising the Development student workers.  |
| N | 5%  | Acts as receptionist for the Development Office.  |
| E | 5%  | Assist with large projects including collecting, entering, and organizing data.   |
| E | 5%  | Maintains supplies for Development office, collects and distributes incoming mail, and delivers outgoing mail to mail room.   |
| N | 5%  | Assists in organizing special departments events.   |

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| E 5% | Updates and maintains the alumni/ donor database. Updates and maintains scholarship activities in coordination with financial aid department.   |
| E 5% | Assist with mailings for the annual fund drive, reunions, auction, alumni newsletter, and other fundraising and alumni projects.  |
| E 5% | Handles incoming and outgoing mail, maintains daily log of donations received through the mail. Performs other various office tasks including filing, copying, answering telephones, and greeting visitors to the development office. Run credit card donations and prepare deposits. |

**Performance Measurements:**

1. Proficient in computer usage and other office machines.
2. Keeps all assigned files and records current and well organized.
3. Assures accuracy in data entry and other work products.
4. Manages and meets the workload requirements and established deadlines of the job.
5. Works independently with minimal supervision.
6. Maintains a friendly, professional work environment within the department office and relationships with students, faculty, alumni, donors, and visitors to the Development Office.
7. Proficient with written and oral communications skills to ensure all correspondence is free of spelling, typographic, and grammatical errors.
8. Demonstrates the ability to gather facts and develops solutions when problems occur.
9. Offers suggestions/solutions for improving office operations and productivity, if appropriate.
10. Punctual to work each day and dresses in a professional manner.

**Knowledge and Skills:**

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|----------------------|--|
| Experience           | Six months to two years of similar or related experience.  |
| Education            | (1) A two year college degree or (2) Completion of a specialized course of study at a business or trade school or (3) Completion of a specialized and extensive in-house training or apprenticeship program.   |
| Interpersonal Skills | Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (students, visitors or vendors) requiring ordinary courtesy in providing assistance and information. |
| Other Skills         | Knowledge of:<br>(1) Administrative and clerical procedures and business software applications e.g., word processing, electronic database management, organizing files and records, and other office procedures and terminology  |

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(2) Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar along with the knowledge of common nicknames for proper names

(3) Basic math

**Skills:**

(1) Proficient in MS Office and Outlook

(2) Proficient in basic bookkeeping and mathematic functions

(3) Fast and accurate typist

(4) Effectively communicates both orally and in writing

(5) Manages one's own time and the time of others effectively

(6) Uses logic and reasoning to assess situations and identify solutions when problems arise

(7) Learns new computer programs quickly

(8) Posses high ethical standards

**Ability to:**

(1) Handle interruptions and still stay on task

(2) Highly detail-oriented

(3) Meet and interact with students, other employees, and the public and get along with a variety of personalities

(4) See details at close range

(5) Listen, understand, and respond with clarity to oral information

(6) Read, understand, and respond in writing to written information

(7) Deal calmly and effectively with high stress situations due to overlapping deadlines

(8) Maintain confidentiality of records/data

**Physical  
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 3 hours at one time with a total of 7 hours

Standing for a period of 15 min at one time with a total of 30 mins

Walking for a period of 15 min at one time with a total of 30 mins

Lifting up to 5 lbs frequently and up to 25 lbs occasionally

Carrying up to 25 lbs occasionally

Repetitive Action: use of right and left hand for simple grasping, pushing and pulling, fine manipulation

Keyboarding up to 5 hours daily

Bending and reaching above shoulder level occasionally

**Work Environment** Typical office environment. May occasionally work a weekend or evening during special events.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

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**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature