General Information

Job Description	ALUMNI EXTERNAL REL SPEC 3	**Working Title**	Assistant Director of Programming and Career Development
Job Code	006299	**Grade**	20
Department Name	Alumni Engagement - D01187	**Department Head**	Jorge Ancona
Supervisor	Brock Cavett	**Effective Date**	

Position(s) Directly Supervised

Job Code	Title	FTE

Generic Scope

Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems/issues of diverse scope and determines solutions.

Custom Scope

Uses skills as a seasoned, experienced professional with a full understanding of industry practices and campus policies and procedures. Plans, develops and implements strategies for specific programs, events, policies, constituency groups, et cetera. Assignments typically include a wide range of external and alumni relations issues and constituencies.

Department Custom Scope

Campus presence required with hybrid accommodations. Under the direction and supervision of the Director of Programming and Career Development, the Assistant Director of Programming and Career Development is responsible for creating, implementing, and executing programs and events that strengthen alumni engagement and student career readiness. The assistant director will work closely with members of the student alumni association to increase student awareness and appreciation of maintaining a lifelong engagement with the

university. This person will also work closely with the director to support Homecoming, Regional Events, and the Alumni Awards of Distinction and will manage and grow the UCR Career Network, a mentorship platform that connects students with alumni and alumni with their peers. The individual will also conceptualize, plan, and implement new programs that strengthen student-alumni relationships and help to build a culture of engagement and professional development among students and alumni. Please note the budgeted amount for this position is up to $67,000.

Education & Experience Requirements

Education Requirements

Degree	Requirement
Bachelor's degree in related area and/or equivalent experience/training.	Required

Experience Requirements

Experience	Requirement
4 - 7 years of related experience.	Required

License Requirements

Certification Requirements

Certification	Requirement

Educational Condition Requirements

Condition	Requirement

Key Responsibilities

Description	% Time
Develops and implements programs, events and/or communication strategies designed to inform alumni and other key constituencies of institutional programs, activities, policies, and practices; constituencies may include the general public, prospective students, students, alumni, parents, donors, campus visitors, government and/or community representatives,. • Establish strategy, short-term and long-term goals, and objectives to build a career alumni network supporting current UCR students. Coordinate logistics, marketing, and budget for student career programs such as Dinner with Alumni and career conferences. Manage all post-event needs, such as coding guest lists, event summaries, and evaluations. Oversee the Student Alumni Mentorship program, including recruiting participants, training, and executing quarterly mentorship pairing matches. Work with key campus partners to strengthen existing campus career programming and increase campus relations. Serve on various campus committees as a representative of the Office of Alumni Engagement and as the Student Alumni Association advisor.	40
May plan, implement and staff alumni events, identify recruits and assist with volunteers. • Provide direct programmatic support to the director in planning engagement events such as Alumni Awards of Distinction and Homecoming. Assist in the creation of timelines, budgets, and marketing strategies. Support director of volunteer engagement, chapters, networks, and affinities in planning and executing New Grad Welcome events. In coordination with the director of parent and student engagement, assist in promoting the annual UCR Grad Fair for graduating students. Coordinate and supervise Student Alumni	25

Description	% Time
Association participation and train volunteers in UCR Alumni Association membership activation.	
Serve as the primary adviser to the UCR Student Alumni Association. Recruit, train, and supervise a student leadership board of current UCR student volunteers. Work with the students to promote career programming and networking opportunities.	20
Responds to constituent inquiries. • Oversee and grow the utilization of online career tools and web-based career resources for alumni housed on the UCR Career Network. Respond to inquiries regarding the network as well as alumni and student programs. Manage and grow alumni-owned business directory, including decal distribution.	10
May research various topics and gather relevant data to inform unit strategic plans, keeping management informed as necessary and providing input as required.	5

Knowledge, Skills & Abilities

Knowledge/Skill/Ability	Requirement
Thorough knowledge of basic concepts, principles, and procedures of building and maintaining effective relations with alumni, internal and key constituencies.	Required
Thorough research, analytical and critical thinking skills, including sound judgment and decision-making skills and skill to correctly identifying real and potential problems, advising management as required, and proposing effective strategic resolutions.	Required
Skill in project management, including event planning and meeting deadlines.	Required
Thorough written, verbal and interpersonal communications, tact and political acumen to effectively represent the campus.	Required
Thorough knowledge of the campus, its mission, goals, objectives, programs, achievements, infrastructure and issues of concern.	Preferred

Special Requirements & Conditions

Special Condition	Requirement

Other Special Requirements & Conditions

Level of Supervision Received

General Supervision

Environment

Working Environment

Campus presence required with hybrid accommodations.

Other Requirements

Items Used

- Standard Office Equipment
- Standard Office Equipment

Physical Requirements

- **Bend** : Occasionally
- **Sit** : Constantly

- **Squat** : Occasionally
- **Stand** : Frequently
- **Crawl** : N/A
- **Walk** : Frequently
- **Climb** : N/A

Mental Requirements

- **Read/Comprehend** : Constantly
- **Write** : Constantly
- **Perform Calculations** : Frequently
- **Communicate Orally** : Constantly
- **Reason & Analyze** : Constantly

Environmental Requirements

- **Is exposed to excessive noise** : No
- **Is around moving machinery** : No
- **Is exposed to marked changes in temperature and/or humidity** : No
- **Drives motorized equipment** : No
- **Works in confined quarters** : No
- **Dust** : No
- **Fumes** : No

Critical Position

Is Critical Position: Yes