

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: DEVELOPMENT & ALUMNI ENGAGEMENT Level C, Pay Grade 7

LEVEL DEFINITION	Positions at this level are responsible for providing planning & project coordination or data management, analysis and report creation in support of alumni initiatives and/or programs.
TYPICAL RESPONSIBILITIES	May include: developing plans for alumni events and programs; providing project coordination for alumni initiatives and/or programs, including managing project timelines, preparing & monitoring associated budgets; providing data management, assessment, modeling, analysis and report creation; providing input into the development and execution of alumni initiatives and/or programs.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions requiring judgment and diplomacy in project coordination, recommending approaches, and facilitating relationships with alumni and donors.
SUPERVISION RECEIVED	Work is performed under general supervision. Results are subject to review.
SUPERVISION EXERCISED	May supervise junior staff, student employees and/or volunteers.
MINIMUM QUALIFICATIONS	University degree in a relevant discipline. Minimum of two years of related experience, or the equivalent combination of education and experience.

Updated July 1, 2016