



VERMONT STATE COLLEGES

Job Classification Description

ALUMNI LIAISON/ASSISTANT DIRECTOR OF CULTURAL PROGRAMMING/CSC

VSC - UP PAT Bargaining Unit

Grade 11

Exempt

BASIC FUNCTION

To serve as Alumni Liaison between the College and Alumni coordinating and managing activities for related programs. Serve as College's Assistant Director of Cultural Programming in administering Soundings Program and assisting Director of Cultural Programming on Arts Reach and other related duties.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Alumni Liaison Duties:

- Plan, develop and implement alumni relations' services and programs to engage alumni in the life of the college, including admissions, career and community services, internships and athletics. Organize and attend reunions, homecoming and other special gatherings of alumni and friends of the College.
- Serve as liaison between the College, Alumni Board, and alumni and provide a wide range of support for the alumni association. Serve as a "friend raiser" in developing and building strong relationships between the Alumni and the College.
- Administer Alumni opportunities and services to graduating seniors that include: Alumni database for use by graduating seniors, alumni contacts for mentoring opportunities in chosen field, assistance with Career Development office, assistance to meeting alumni in chosen geographical area.
- Build Alumni chapters in geographic regions of the country and to aid currently formed chapters. Serve as a College representative in attending chapter events.
- Coordinate and manage all details on following Alumni activities and events:
 - Annual Fund Phon-A-Thon
 - Annual Homecoming Weekend
 - Scholarship Dinner
 - Golden Luncheon 50th Class Reunion

- Plan and administer Alumni services budget.
- Assist with the production of newsletters, magazines, and other regular communications with alumni and friends of the College.
- Develop and oversee Alumni webpage.
- Confer regularly with the College President, other College personnel, and students to plan and coordinate programs/activities/events, exchange information, investigate and resolve problems, provide technical advice and assistance, and so forth. Serve on appropriate college committees.

Assistant Director of Cultural Programming Duties:

Soundings Program

- Provide administrative support to Soundings, ILA 105 and 106: Introduction to the Liberal Arts.
- Administer and implement all necessary arrangements associated with events.
- Coordinate events with Physical Plant, ARAMARK, Technical Services, Public Information, Public Safety and other affected departments.
- Supervise Soundings work-study students and oversee Soundings office.
- Record and report student grades.
- Assist with the production and distribution of Soundings publications.
- Provide administrative support to the Cultural Affairs Committee.

Arts Reach/Fine Arts Center

- Assist Director in planning and presenting Arts Reach performances.
- Serve as liaison to the public schools in promoting Arts Reach program.
- Assist Director in various administrative duties, including preparation and mailing of educational materials. Communicate with institutions.
- Assist the Fine Arts Center's academic departments performances by serving as a liaison with various on-campus departments.
- Serve as box office manager in Director's absence.
- Oversee performances as needed.

SUPERVISION RECEIVED

General supervision is received from the College President for Alumni Liaison duties, from the Assistant Dean for Campus Life for Soundings duties, and from the Fine Arts Center Director for Arts Reach duties.

SUPERVISION EXERCISED

Administrative and functional supervision over student workers.

MINIMUM QUALIFICATIONS

Associate's degree or Bachelor's degree, plus two to three years relevant experience in administrative and/or performing arts or a combination of education and experience from which comparable knowledge and skills are acquired.

- Excellent organization skills
- Ability to deal effectively with a wide range of College students, personnel, as well as media contacts, facilities users and others outside the college. Excellent communication skills.
- Prior experience with events coordination, technical theater, arts programming.
- Ability to handle multiple projects and shifting priorities.
- Ability to work a flexible schedule.
- Weekend and evening work is required.

This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.

9/05