

TITLE: <u>Alumni Travel Assistant</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA424</u>
UNION: <u>Staff Association – Local 2071, U.A.W</u>	SALARY GRADE: <u>4</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Coordinate and maintain records pertaining to alumni travel, clubs and meetings in order to provide former students opportunities to participate in University-sponsored activities. Perform general office routines to service alumni needs and promote functions.

ESSENTIAL JOB FUNCTIONS

- Make reservations for alumni wishing to participate in alumni clubs, meetings or travel. Provide information on number of attendees to host facility or travel agency; track number of available spaces for events to report on alumni interest and participation; confirm reservations to ensure alumni accommodations and proper billing. Update alumni files with changes in biographical information.
- Maintain calendars of alumni clubs, meetings and trips. Arrange host facilities and menus; work with travel agencies to book and confirm travel reservations; schedule travel meetings; create and send invitations and travel brochures to alumni to notify them of upcoming meetings and University-sponsored trips. Make all hotel, restaurant and ticket arrangements for annual summer bus trip.
- Answer and direct incoming phone calls and visitors. Provide information to former students, travel agencies and conference facilities on meeting and trip schedules; send out travel brochures and information upon request. Confirm and check membership status of alumni.
- Type correspondence, invitations, meeting agendas, trip itineraries, travel information, reports and meeting follow-up letters. Follow established practices or standards for presentation of material. Provide proofread documents for final review and signature.
- Provide functional supervision to a small number (1-3) of student or part-time support personnel. Assign, monitor and review work activities. Train in appropriate methods and procedures. Coordinate volunteer activity outside the metro area. Reconcile financial activity of clubs, meetings and travel; report on activity and alumni participation.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level provides responsible and independent clerical support to University alumni and promotes participation in University-sponsored meetings and travel. Duties are procedural in nature. Incumbents must be aware of related tasks and search for solutions or new applications within an area of learned skills and are allowed to set priorities subject to supervisory approval and review. Functional work direction may be provided to part-time, temporary and volunteer positions. Incumbents must utilize keen attention to detail and human relations skills in order to advise and/or influence the actions of others. This classification is typically located in an alumni services unit of the University and reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.

- Ability to communicate effectively with others.

- Ability to operate standard office equipment.

- Ability to type and use wordprocessing equipment with speed and accuracy.

- Some knowledge of alumni programs preferred.

- Ability to set priorities, with keen attention to detail.

- Typically, incumbents have held lower level Program Records or clerical positions.