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# Example of Alumni Relations Coordinator Job Description

Our company is growing rapidly and is looking for an alumni relations coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for alumni relations coordinator

* Create programming and events to introduce students to alumni relations
* Work with members of the Development and Alumni Relations team to plan and execute an Eller Executive in Residence experience
* Serve as the administrator of the Eller Alumni LinkedIn group
* Capture contact, biographical and career information about alumni via LinkedIn, surveys, incoming emails, event rosters, and update alumni database accordingly
* Run queries and reports in RaisersEdge, as necessary
* Update the Alumni Relations project timeline on an annual basis and monitor deadlines
* Attend local and regional alumni relations events and assist where needed
* Assist with other basic office duties as needed
* Occasional travel to large alumni events may be required
* Execute on marketing and communications for alumni programs produce and distribute promotional materials in print and online, including invitations, web postings, social media, and communications calendars

## Qualifications for alumni relations coordinator

* Spatial reasoning and visual literacy skills
* Supervision and delegation skills
* Commitment to work across the entire academic community and collaborate with the External Relations team
* An understanding of and commitment to Carleton’s liberal arts mission, understanding of how alumni engagement supports the overall advancement goals of the College
* Proven written and oral skills
* Bachelor’s Degree in English, Journalism, Public Relations/Marketing, Hospitality Management or a similar field