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# Example of Alumni Relations Coordinator Job Description

Our company is searching for experienced candidates for the position of alumni relations coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for alumni relations coordinator

* Assists with the management of PharmCAS/Webadmit/Banner administration and communications with prospective students, applicants, and accepted students for the School of Pharmacy
* E-mails, calls and follows up with prospective students throughout the admission cycle
* Assists in other student recruitment and admissions activities such as open house events, interview days, orientation
* Maintaining confidential student records
* Develop and implement a plan to engage alumni
* Track alumni and provide statistical information as required by leadership
* Develop and maintain a social media presence for FSOP that engages prospective students through alumni
* Assists in planning, writing, and packaging grant proposals and budgets to foundations and to other funding sources, as needed
* Helps with preparation and submission of proposals in accordance with funder's policies, legal requirements, and deadlines
* Contributes to developing resources, evaluating funding sources, and have knowledge of standard concepts and procedures for activities related to grant proposals

## Qualifications for alumni relations coordinator

* Must have excellent oral and written communication skills (heavy interaction with high level executives)
* Must be detail oriented with a proven ability to prioritize multiple tasks
* Bachelor's degree in Communications, Natural Resources or other related field
* Two years' experience in alumni relations, outreach, advancement or related
* Progressive experience in communications or marketing
* Ability to work independently and cooperatively in a team environment requiring frequent communication with professional staff, alumni, students