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# Example of Alumni Relations Manager Job Description

Our growing company is looking for an alumni relations manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for alumni relations manager

* Oversee updates of career and alumni related content for publication in collaboration with marketing
* Supervise online self-assessment tools to evaluate interests, skills, values, strengths, and preferences
* Support the graduate tracking process in collaboration with Institutional Research and Academic Affairs to fulfill HEOA, DOE, and other regulatory requirements
* Develop collaborative relationships between faculty and staff to assist in the career readiness of students and alumni
* Assist in development and maintenance of community and business relationships through various outreach and networking activities to foster employer relations and support community relations
* Guide planning and coordination of virtual and physical workshops and events that prepare job seekers for the job market
* Oversee daily operation and use of career services management system, online tools and resources and other technical components that deliver self-directed services to students and alumni
* Coordinate local and regional receptions and special events (such as faculty lectures, presidential visits, and cultural events), from conception to completion and follow-up
* Facilitate the development and guidance of regional alumni ambassador groups for the purposes of enhancing brand awareness and engagement among peers and faculty members
* Collaborate with Technology and Operations Manager to ensure accurate and complete alumni database records

## Qualifications for alumni relations manager

* Extensive experience with constituent database software
* Establish and build relationships with a wide range of alumni, locally, regionally, nationally and internationally
* Foster student self-sufficiency and helps students learn to make maximum use of self service web based resources
* Assist in publicizing events, services & programs through use of email & web communication
* Contribute to content for print and electronic publications related to career services and alumni affairs
* Attend professional development as directed