



**University of Texas at El Paso
Job Description**

Job Code: 7800
Job Title: Coordinator of Chapter Development
Department: Alumni Relations Office
Reports To: In accordance with specific departmental policies
FLSA Status: Exempt
Prepared By: Human Resource Services
Creation / Revision Date: October 27, 2010

Summary: Plans, develops and implements alumni programs, activities and events to actively engage UTEP alumni.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Responsible for developing and expanding chapters to include college, geographic, and affinity.

Provides support and direction to established chartered alumni chapter.

Serves as the lead organizer and liaison from the Alumni Relations Office to coordinate and facilitate the selection of the Gold Nugget recipients from each of the academic colleges.

In collaboration with the Athletic department is responsible for implementing pre-games parties for home and away football games in addition to other athletic sponsored events.

Maintains alumni chapter databases and meets with them regularly in person or through conference calls.

Responsible for establishing a formal UTEP Alumni Relations Volunteer Program, to include recruitment, coordination, recognition and training; recruits and meets with potential alumni volunteers who are interested in serving within the Alumni Association.

Coordinates and implements an Annual UTEP Alumni Association Chapter Presidents Conference for newly elected officers.

Evaluates and assesses the effectiveness of all programs and events for which directly responsible.

Maintains contact list and information on alumni.

Maintains a high degree of confidentiality on all sensitive information this position is privy to.

Responsible for the design, execution and effectiveness of a system of internal controls that provides reasonable assurance those operations are effective and efficient, assets are safeguarded and financial information is reliable and applicable laws, regulations, policies and procedures are complied with.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Minimum Education required: Bachelor's degree from four year college or university within area of assigned responsibility.

Minimum Experience required: One year of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit. The employee is regularly required to talk or hear. Special vision requirements are close vision and color vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level for this work environment is moderate.