



POSITION NUMBER: 6100

**UNIVERSITY OF SOUTH ALABAMA
HUMAN RESOURCES
ANNOUNCEMENT OF VACANT POSITION**

TITLE: Alumni Membership Specialist
Regular/Full-time

Monday – Friday
8:00 a.m. – 5:00 p.m.

MINIMUM REQUIREMENTS: Bachelor's degree with major course work in public relations, communications, marketing, or related field from an accredited institution as approved and accepted by the University of South Alabama and one year of professional experience in membership development, marketing, or related field.

ESSENTIAL FUNCTIONS: Develops and implements alumni marketing plans to recruit and retain members; prepares marketing materials and develops effective marketing campaigns; interacts by phone, letter, or in person with students, faculty, and staff; maintains database of alumni records and membership dues and gifts using a PC; accepts cash, check and credit card payments and prepares receipts; analyzes membership data and prepares reports; tracks membership campaign results and evaluates overall progress; coordinates membership recruitment special events and activities to include the phone-a-thon membership program; develops long term membership plan and budget to achieve membership goals; works with alumni chapters and societies in planning special events; recruits alumni volunteers; attends meetings and student events which may include evenings and weekends; prepares website updates; regular and prompt attendance; ability to work schedule as defined and overtime as required.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 5:00 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources
University of South Alabama
USA Technology & Research Park Bldg III, Suite 2200
307 University Blvd N.
Mobile, Alabama 36688-0002
jobscampus@usouthal.edu

LOCATION: Alumni Relations
Main Campus

OPEN AS OF: October 1, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER