



Alumni Affairs and Development Job Family: **Alumni Engagement Officer Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA.***

GENERIC JOB PROFILE SUMMARIES

Alumni Engagement Officer I INDIVIDUAL CONTRIBUTOR	Alumni Engagement Officer II INDIVIDUAL CONTRIBUTOR	Alumni Engagement Officer III INDIVIDUAL CONTRIBUTOR	Alumni Engagement Officer IV INDIVIDUAL CONTRIBUTOR	Director Alumni Engagement MANAGEMENT
Assist alumni affairs and other public affairs staff in the implementation, planning and coordination of a variety of alumni programs, including but not limited to staffing events at reunion, homecoming and other on-campus activities	Coordinate, implement and supervise a number of direct activities and programs, including but not limited to class reunions, homecoming, class and club programs, and other special events	Plan, implement and direct key components of both traditional and non-traditional alumni programs, including but not limited to major on-campus events and activities, and regional/national events and programs	Plan, implement and direct both traditional and non-traditional alumni programs, including but not limited to major on-campus regional and national events, activities and programs	Provide leadership and direction in the overall planning, implementation and direction of a comprehensive alumni affairs program, including traditional and non-traditional alumni programs
Assist alumni affairs and other public affairs staff in the coordination of a variety of off-campus alumni activities, including receptions and Cornell Club activities	Coordinate and implement a variety of receptions and programs at the national level, working with local alumni leaders and Cornell's regional public affairs staff			
				Develop and maintain relationship with key faculty, deans and department heads for the purpose of involving alumni in the educational mission of the University
Under the supervision of senior alumni and public affairs staff, work directly with a variety of alumni volunteers	Work directly with alumni leaders and volunteers to assist in the building and strengthening of key relationships of significant importance to the University	Develop and maintain close working relationships with alumni leaders and volunteers	Develop and maintain close working relationships with senior alumni leaders, volunteers, University donors and donor prospects	Develop and nurture relationships with key alumni leaders and University volunteers, including University council members and trustees

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Write, edit and distribute newsletters, letters and other correspondence to facilitate useful and regular communication with various alumni constituencies	Write and supervise a variety of communications appropriate to alumni programs to inform alumni on a range of activities across the campus and among various alumni organizations	Work with other public affairs and University staff to design and distribute a number of publications and written communication designed to inform alumni of a range of activities and programs at the University	Working with other senior public affairs and University staff, design and distribute a number of publications and written communication designed to inform alumni of a range of activities and programs at the University	
		Direct outreach efforts towards graduating seniors	Direct outreach efforts towards graduating seniors	
		Provide oversight for budgetary resources	Provide oversight for significant budgetary resources	Manage significant budgetary resources
		Assist in developing an overall public affairs strategy designed to provide a range of services to alumni and friends for the specific purpose of strengthening those relationships with the greater University	Assist in the development an overall public affairs strategy designed to provide a range of services to alumni, friends, corporations and foundations for the specific purpose of strengthening those relationships with the greater University	Assist in the development of strategies and activities designed to strengthen specific relationships and involvement of key alumni, donors and donor prospects

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10033 ALUMNI ENGAGEMENT OFFICER I, BAND E	10034 ALUMNI ENGAGEMENT OFFICER II, BAND F	10035 ALUMNI ENGAGEMENT OFFICER III, BAND G	10036 ALUMNI ENGAGEMENT OFFICER IV, BAND H	10245 DIRECTOR ALUMNI ENGAGEMENT, BAND H
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree and 2 to 4 years relevant experience or equivalent combination	Bachelor's degree and 3 to 5 years relevant experience or equivalent combination	Bachelor's degree and 5 to 7 years relevant experience or equivalent combination	Bachelor's degree and 7 to 10 years relevant experience or equivalent combination	Bachelor's degree and 7 to 10 years relevant experience or equivalent combination
IMPACT	Moderate impact	Substantial impact	Substantial impact	Substantial impact	Significant impact
CONTACTS - INSIDE	Assists others Cooperation of task completion	Persuade others to take particular course of action Coordinate major activities	Persuade others to take particular course of action Coordinate major activities	Persuade others to take particular course of action Coordinate major activities	May involve sensitive issues Coordinate major activities
CONTACTS - OUTSIDE	Providing/receive guidance, advice or information that must be analyzed and developed by the position	Develop and make presentations and negotiate with others	Providing/receive guidance, advice or information that must be analyzed and developed by the position	Develop and make presentations and negotiate with others	Develop and make presentations and negotiate with others
CONTACTS - STUDENTS	Occasional contact to provide information and instruction	Occasional contact to provide information and instruction	Occasional contact to provide information and instruction	Occasional contact to provide information and instruction	Occasional contact to provide information and instruction

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SUPERVISION	Provide occasional guidance on work methods or procedures	Provide guidance, counsel and information to employees throughout the Univ in specific support areas	Day-to-day supervision to employees within the dept.	Provide supervisory direction to other supervisors	Provide supervisory direction to other managers
COMPLEXITY	Frequently adapt, combine or make improvements in an existing service, product, process or program; work requires reasoning skills and judgment	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Duties involve diverse and unrelated processes; work requires sophisticated reasoning skills	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Duties involve diverse and unrelated processes; work requires sophisticated reasoning skills	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Duties involve diverse and unrelated processes; work requires sophisticated reasoning skills	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Duties involve diverse and unrelated processes; work requires sophisticated reasoning skills
LEVEL OF DECISION MAKING	Assist in and influence decisions concerning policy-setting, research, planning or students	Assist in and influence decisions concerning policy-setting, research, planning or students	Assist in and influence decisions concerning policy-setting, research, planning or students	Assist in and influence decisions concerning policy-setting, research, planning or students	Responsible for making decisions concerning policy-setting, research, planning or students
EFFECT OF DECISION MAKING	Directly affect a functional area Minimal effect on students and employees	Directly affect entire department Moderate effect on students and employees	Directly affect several departments within a college Significant effect on students and employees	Directly affect more than one college, school, administrative unit, etc.	Directly affect more than one college, school, administrative unit, etc.
FREEDOM OF ACTION	General supervision Some interpretation of established work policies and procedures is required	General supervision Some interpretation of established work policies and procedures is required	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Little direct supervision Considerable latitude for exercising judgment and self-direction
WORK CONDITIONS	Normal working conditions, including limited or no exposure to hazardous conditions/ materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/ materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/ materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/ materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/ materials/ equipment. Safety gear may sometimes be required