# Job posting preview

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>35055BR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Job Title</td>
<td>Manager</td>
</tr>
<tr>
<td>Job Title</td>
<td>Alumni Relations Manager</td>
</tr>
<tr>
<td>Campus/Location</td>
<td>Campus: Tempe</td>
</tr>
<tr>
<td>Job Family</td>
<td>Generic</td>
</tr>
<tr>
<td>Department Name</td>
<td>WPC Alumni Relations</td>
</tr>
<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>VP Code</td>
<td>EXEC VP/PROVOST</td>
</tr>
<tr>
<td>Scope of Search</td>
<td>Open</td>
</tr>
<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
</tr>
<tr>
<td>Category</td>
<td>03</td>
</tr>
<tr>
<td>Salary Range</td>
<td>Depends on education and experience</td>
</tr>
<tr>
<td>Close Date</td>
<td>05-September-2017</td>
</tr>
</tbody>
</table>

**Job Description**

The W. P. Carey School of Business is seeking an enthusiastic and outgoing person to add to its Alumni Relations team. The school's alumni relations team offers meaningful and engaging opportunities to the school’s 100,000+ alumni around the world. This manager will work collaboratively with the team to develop and execute innovative ideas for alumni engagement, aid in developing strategy around alumni communications, and support and help strengthen signature events such as Hall of Fame, Homecoming, and reunions. Additionally, this person will focus on building affinity among, programming for, and participation of current students and recent alumni.

**Essential Duties**

- Help formulate and implement strategy and metrics for alumni engagement for current students and recent alumni
- Manage hiring, training, productivity and evaluation of student workers/ambassadors and graduate assistants on alumni relations team
- Develop, plan for, and implement new alumni events and engagement opportunities
- Aid in development of long-term alumni engagement strategy and metrics for success in execution
- Use database to query and track alumni information
- Work with marketing team to enhance social media presence for alumni groups
- Collaborate with departments within W. P. Carey and Arizona State University to maximize alumni engagement, including alumni giving
- Represent the school at events and meetings as required
- Support with planning and execution of signature alumni events

**DAYS AND SCHEDULE:** Monday-Friday 8:00AM-5:00PM, hours may vary and include weekends as needed
Minimum Qualifications

Bachelor's degree in a field appropriate to the area of assignment AND five (5) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Nine (9) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications

- Evidence of being a W. P. Carey School of Business Alumni (preferred)
- Experience working in a higher education environment
- Experience in managing concurrent events/projects simultaneously, demonstrating excellent time and project management skills
- Experience supervising and/or managing the work of others
- Experience working in a team environment, establishing and maintaining effective working relationships.
- Demonstrate effective written and verbal communication skills
- Experience in offering excellent customer service in a fast paced environment to multiple audiences

Working Environment

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse (75%); required to stand for varying lengths of time and walk moderate distances to perform work (10%)
- Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds (15%)
- Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts
- Ability to clearly communicate verbally, read, write, see and hear to perform essential functions

Department Statement

The W. P. Carey School of Business at Arizona State University is one of the largest business schools in the United States with more than 14,000 students pursuing undergraduate, master's, and PhD degrees. Solutions for the planet mean developing problem-solvers from around the globe. From our world-renowned faculty representing six continents to thousands of outstanding students who join us every year from around the world, the W. P. Carey School welcomes diversity and encourages global thinking.

Within America's largest public university, the W. P. Carey School is committed to building a tight-knit community. Through small classes, team-based learning, and individualized attention every step of the way, your W. P. Carey experience is uniquely your own.

"The W. P. Carey School of Business educates tomorrow's business leaders, takes an entrepreneurial approach to learning, and conducts groundbreaking research, in order to create positive change on a global scale."

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and
cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Employment Verification Statement

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.