

## **Coord, Student and Young Alumni Relations**

### **Job Code 50027829**

#### **General Description**

Responsible for cultivating the relationship students and young alumni have with Texas State through implementation of efforts to create and enhance life-long relationships.

#### **Examples of Duties**

Help to build student awareness of, and connection with, the Alumni Association.  
Oversee the Alumni Association's student programs and student philanthropy efforts.  
Work to enhance and build engagement among young alumni (graduates under 40).  
Oversee student outreach activities and events to help transition students from their current status to engaged alumni with lifelong connections.  
Identify current and new opportunities to reach students via events, campus partnerships, targeted communications.  
Identify student leaders as prospective alumni leaders.  
Collaborate on student and young alumni messaging and giving initiatives to enhance engagement and cultivate an understanding of the importance of on-going philanthropic support.  
Coordinate targeted programs to involve young alumni with the Alumni Association and University.  
Cultivate positive relations with the University by responding to inquiries and requests in a timely and informative manner.  
Perform other duties as required.

#### **Experience and Education:**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

#### **Other Requirements**