Outreach Coordinator

Job Code 50012003

General Description
Under the direction of the dean, cultivate relationships with alumni and friends of Texas State and the college and develop programs and events at the college level that encourage these external constituents to participate with students, faculty, and staff. Assist in the recruitment of external constituents to serve on college boards; to speak and support units the college; and to donate time, expertise and funding to the college.

Examples of Duties
Assist dean in fundraising efforts in consultation with University Advancement.
Assist dean in planning, organizing and presenting college events.
Sign and implement programs such as speakers’ forums, small meetings with students or faculty; and other events during the academic year to bring alumni/friends/ and external constituents to campus, working with college programs.
Distribute noteworthy achievements of faculty and students to alumni, friends, and external constituents.
Communicate with board members as needed about a variety of issues and report on progress with board goals and commitments.
Attend meetings and events to represent the dean and/or the college and university.
Other activities assigned by the dean.

Knowledge, Skills, and Abilities
Knowledge of: University policy and procedures.
Skill in: Communication; organization and planning; research and computers; time managements and efficiency; problem solving and decision making; preparing clear and accurate documents; establishing rapport with a variety of people at varied levels.
Ability to: Understand policy and procedure manuals; communicate with faculty and staff; hold discretion.

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

Reviewed 5/17