Title: On-Campus Program Coordinator  
Department: Alumni and Parent Programs  
Reports to title: Director of Classes and On-Campus Programs / 25th Reunion Programs  
Full Time: X  
Part Time: _  
Date Prepared: 6/21/2019  
Position Grade: AO-4  
Regular Daily Work Schedule: 8 to 5  
Pay Type: Weekly X Monthly_____  
(Summer Months)  
Months Per Year: 12  
Hours Per Week: 40

1. Summary of Position:  
The Alumni and Parent Program (APP) On-Campus Program Coordinator coordinates pre-event logistics and implementation for a wide variety of programs including Amherst College Reunion, on-campus affinity programs and Homecoming. The Coordinator also provides support to staff working with alumni classes and volunteers on class programs and communications, maintains budget records for on-campus programs, takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive and welcoming work environment.

2. Principal Duties and Responsibilities:

45% Amherst College Reunion  
- Coordinate registration processes, process payments and prepare deposits  
- Maintain all materials including the Reunion Planning Handbook, webpages and schedule; format and edit bulk emails  
- Complete coding, data entry and custom reporting  
- Serve as liaison with Operations and Advancement Reporting and Systems to maintain and update web and data functions, troubleshoot applications and reports, evaluate and make process improvements as needed  
- Assign housing across campus for 1500 alumni and guests  
- Manage student workers assisting with housing assignments leading up to and through Reunion  
- Coordinate with on-campus partners to implement program  
- Manage the onsite reception center including student workers and staff
• Send weekly attendance and financial reports to volunteers
• Coordinate supplies and signage; complete contracts with vendors, billing and post-event wrap up

25% **Homecoming and On-Campus Affinity Programs**
• Support Director of Alumni Engagement in planning Homecoming
• Support Director of Affinity Engagement in planning affinity programming at Homecoming and 1-2 additional affinity programs per year (i.e. Black Alumni Weekend, Latinx and Asian alumni-student events, LGBTQ affinity programming)
• Maintain all materials including webpages and schedule; support registration and reporting; format and edit bulk emails
• Complete coding, data entry and custom reporting
• Meet regularly with planning teams and student leaders, preparing events for affinity programs (including at Homecoming)
• Coordinate with on-campus partners to implement program
• Manage the onsite reception center including student workers and staff
• Coordinate supplies and signage; complete contracts with vendors, billing and post-event wrap up including evaluations, etc.

20% **Alumni Classes and Volunteers**
• Provide support to the Director of Classes and On-Campus Programs / 25th Reunion Programs for 15 alumni classes, including email and print mail, webpage maintenance, custom reporting and maintaining contacts and records
• Communicate with volunteers and respond to volunteer requests

5% **Other Administrative Duties**
• Maintain records, timelines and work instruction for programs
• Maintain budget and spending records for all on-campus programs
• Cover phones as needed for receptionist

5% **Other Duties as Assigned**

Performs other duties/functions as requested.

3. **Internal-External Interaction/Communication:**

Position requires regular internal communication/interaction with students, staff, faculty and administration, and regular external communication/interaction with alumni and vendors.

4. **Education:** (include certifications and licenses)

   Required: High school diploma or equivalent
Preferred: Associates degree

5. **Experience:** (List specific skills necessary to perform this job)

**Required:**
- 2-4 years of related experience
- Attention to detail
- Excellent written and verbal communication, and interpersonal skills
- Exceptional customer service, organizational and time management skills
- Ability to take initiative, work independently and collaboratively
- Occasional weekend and evening hours required to staff on-campus events
- Proficient in Microsoft Office and ability to learn and utilize new software programs
- Commitment to working with a diverse community

**Preferred:**
- Experience in higher education, particularly with students or volunteers
- More than 4 years of related experience

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Office environment: sitting and standing; carry, push, pull and lift up to 15 pounds (e.g., materials for programs); repetitive motions including hands, fingers and wrists; visual – normal concentration.

7. **Decision Making:**

Determines how to carry out job responsibilities; makes operational/tactical decisions following established guidelines/procedures/policies; some decisions and actions are in consultation with or reviewed by supervisor.

8. **Supervision Exercised/Received:**

Supervision of employee(s) (includes regular employees, casuals and students).

Supervisory Responsibility: Yes X No

Number of Employees Supervised: __________

No responsibility for performance evaluation. For major event weekends, management of approximately 20 student workers at Alumni House and on campus. Management of four
students who work on housing assignments in April/May.