

**MURRAY STATE COLLEGE**  
**Ardmore – Tishomingo**  
**Job Description**

**MSC ALUMNI COORDINATOR & MSC FOUNDATION ADMINISTRATIVE STAFF**

**General Description/Primary Purpose:**

The Alumni Coordinator will report to the Director of Development & Alumni Affairs and will develop and implement a comprehensive program of activities and communications designed to inform alumni and keep them involved with Murray State College.

The Administrative Staff will report to the Executive Director of the MSC Foundation, assisting with clerical and financial duties as assigned.

**Department:** External Relations

**Classification:** Full-Time, Exempt Staff

**Salary:** Commensurate with qualifications, education, and experience. Full fringe benefits are included as part of the salary package.

**Appointment:** 12-month appointment

**Location:** Murray State College Campus in Tishomingo, Oklahoma (some work may require travel to the MSC Ardmore campus.)

**Description of Duties and Tasks:**

Lead strategy development, planning, content creation, implementation and assessment of the Murray State College Alumni Association. Create consistent means of communication with enriching content.

Identify, develop, and implement valuable events for the campuses and alumni community to engage and celebrate their college experiences. Offer opportunities for alumni and donors to support college initiatives, programs, clubs, teams, and scholarships.

Assist the Executive Director of the Foundation by creating a financial separation of duties, scholarship disbursement, and alumni and donor management.

**Essential Job Functions: Alumni Relations**

1. Coordinate the rebuilding of the Alumni Association and its Board of Directors.

2. Develops a comprehensive program designed to cultivate the involvement of alumni with the College by establishing viable goals and objectives for alumni involvement in support of the College's Strategic Plan and Mission Statement
3. Oversee the administration of the Alumni Association Scholarship program including gathering donations to support the fund.
4. Coordinates the Distinguished Alumni Award Program and the Athletic Hall of Fame Program including promotion of nomination and application process, coordinating review of nominees, preparation of awards, and direction of recognition ceremonies and publicity.
5. Manage Alumni Lifetime Membership program and Alumni Annual Membership program, as well as the associated membership records.
6. Plan class reunions, networking events and assist with Homecoming and other campus-related activities as assigned.
7. Oversee, maintain, and update alumni records regularly.
8. Develop a content rich e-newsletter for disbursement to contacts.
9. Work with the Communications Department to update and maintain social media, website and online marketing campaigns for alumni relations.
10. Maintain the Alumni budget, deposits and expenditures.
11. Assists with Commemorative Brick Campaign to maintain accurate records.
12. Assists with financial accounting tasks associated with the Alumni Association and the MSC Foundation.
13. Contributes to the overall success of the Office of External Relations by working on special projects and performing all other duties and responsibilities as assigned.
14. Upon employment, the successful candidate must complete mandatory NIMS (National Incident Management System) training modules IS-100.HE; IS-700.a; through the Department of Homeland Security as directed by MSC administrative staff and campus police.
15. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.

**Essential Job Functions: Administrative Staff**

1. Assist with donor management in Blackbaud and Academic Works.
2. Assist with scholarship review, disbursement, and tracking.

3. Assist with the deposit of funds into banking accounts and/or reconciling bank statements.

### **Required Knowledge, Skills, and Abilities:**

Individual must possess the knowledge, skills and abilities listed below; or be able to explain and demonstrate performance of the essential job function, with or without reasonable accommodation, by using some other combination of skills and abilities. Excellent written and verbal communication skills are required.

- Leadership, decision-making and team-building skills.
- Excellent oral and written communication skills.
- Maintain ability to respect confidentiality.
- Strong rapport with students, faculty, staff and administrators.
- Positive attitude of service toward students, coworkers and others.
- Participate in community service activities and programs.
- Experience or training in working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.

### **Preferred Knowledge, Skills, and Abilities**

- High level of critical thinking skills.
- Highly organized and detail-oriented.
- Event planning experience.
- Fundraising experience.
- Understanding of higher education system.
- Demonstrate experience in project workflow from start to finish.
- Experience in developing and executing successful social media campaigns.
- Experience in developing and executing strategic plans.
- Demonstrate experience of, or willingness in, working effectively in a culturally diverse workplace and/or service clientele from a variety of racial and cultural backgrounds.

### **Other Ergonomic Requirements:**

While performing duties of the job, employee is regularly required to talk and hear. The employee is required to stand, walk and sit frequently. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

All individuals are required to meet these requirements or perform these movements without a significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential job functions.

## **Hours:**

Generally, weekly (Monday – Thursday) hours will be 8 a.m. to 6 p.m. Friday hours are 8 a.m. to noon. However, alumni and foundation events may warrant work during evenings and weekends. Other professional activities can be scheduled in accordance with college policy and in cooperation with the supervisor.

## **Qualification Standards:**

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

- Bachelor's degree in business, communications, marketing, or a related field.
- Basic understanding of the higher education system in Oklahoma.
- Excellent writing, grammar, and punctuation skills.

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

- 2 years of experience in event planning and/or fundraising.
- Knowledge of Generally Accepted Accounting Principles (GAAP) with some experience in basic accounting.

**Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.

**Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.

**Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

## **Application Process:**

Applicants must submit the following:

1. Letter of application.
2. Resume
3. Three letters of recommendation or college placement file with at least three recommendations.
3. Unofficial college transcript(s). (NOTE: Official college transcript(s) required upon employment.)
4. Murray State College employment application.

Mail or deliver the above items to:

Human Resources Office

Murray State College

One Murray Campus, ADM 104

Tishomingo, Oklahoma 73460

Telephone Number: 580-371-7131

[humanresources@mscok.edu](mailto:humanresources@mscok.edu)

**Application Deadline:** Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify

**MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and education services.