

Angelo State University Alumni Association

Job Opening For Staff Position

Alumni Records and Membership Coordinator

Position Information

Posting Date March 5, 2010

Part-time position

Hourly pay ranging from \$7.50 -\$9.50

Job Summary

Under the supervision of the Executive Director, this position will maintain all alumni records including data entry of new memberships, renewals, updating members' information and donations.

Duties and Abilities

- Maintains alumni database including new memberships, renewal memberships, and updating member information.
- Generate alumni membership reports.
- Responsible for mail outs, emails and phone calls to alumni regarding membership and donations.
- Detail oriented and skilled in keyboarding.
- Multi-tasking in a fast paced team environment
- Spelling, punctuation, and grammar skills are important.
- Verbal and written communication skills are important.
- Must have knowledge of Word, Excel and PowerPoint.
- Must have excellent organizational and time management skills.
- Must have excellent attention to detail.
- Must possess a positive attitude.

Qualifications

Bachelor's degree or Associates degree preferred but not required.

Application Requirements

1. Resume
2. Contact information of at least three professional references

Mail to:

Angelo State University Alumni Association

att: Kim Hunter, Executive Director

1620 University Ave.

San Angelo, TX 76904

Application Deadline

March 31, 2010

