

LSUHSC

Alumni Affairs Coordinator

ALUMNI AFFAIRS COORDINATOR

Under the supervision of the Associate Dean for Alumni Affairs and Development, the Alumni Affairs Coordinator will provide highly responsible, independent, and confidential administrative support for the Associate Dean and Office of Alumni Affairs. The incumbent is responsible for the coordination of day-to-day operations of the office, as well as the organization and coordination of all alumni programs, events, and services designed to foster and strengthen the relationship between the school and its alumni.

Required Education: Bachelor's with three years of experience

Salary Range: \$42,000 - \$54,500

Required Knowledge, Skills & Abilities:

- Microsoft Office programs including Word and Excel
- Excellent verbal and written communications skills
- Financial skills
- Proofreading skills
- Must be able to maintain confidential information in a professional manner.
- Must exhibit a high degree of attention to detail.
- Must be self-motivated, have the ability to prioritize work, and meet deadlines in an environment that is often stressful and fast-paced.
- Ability to perform duties that require a high level of flexibility and Interpersonal skills and use sound judgment in making decisions.