

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Special Events Coordinator
Alumni Relations
Regular Full-Time Position
Position Number - 631120**

General Description

Reporting to the Director of Alumni Relations and housed at the Pace Alumni Center at Emerald Hill, the Coordinator is responsible for planning and implementing certain special events and activities to support Alumni Relations and Advancement programs of the University. The events and activities include Homecoming, class-based reunion activities and cultivation events that advance the strategic goals of the University.

Primary Duties and Responsibilities

- Plan and implement activities associated with major alumni and fundraising events such as Homecoming, the Candlelight Ball, 50-year reunions, Fall Fling, donor recognition dinner, cultivation events and other donor-recognition events.
- Develop new ideas for events to involve the broad base of alumni, both regionally and nationally.
- Maintain the Alumni website and social networking sites.
- Assist with the coordination, research and development of each Alumni magazine.
- Assist with the recruiting, organizing and training of alumni leaders for regional alumni chapters and districts.
- Accompany alumni travel events, both international and domestic, intended to cultivate alumni relations with the University.
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- Assist with development of regional alumni chapters.
- Disseminate information to alumni via email blasts, mass e-mails and through other means of communication.
- Assist with update of alumni database as needed.
- Work with representatives of the national Alumni Association Board of Directors and assist as needed.
- Supervise undergraduate alumni program (Future Alumni Members) to develop affiliation with and affinity for alumni programs among students before they graduate; supervise day-to-day operation of program.
- Identify new and innovative opportunities to interact with alumni from all areas of the country and from all class years.
- Work with Director and NAA President and assist as needed with biannual board meetings and retreats.
- Assist with planning, organizing and staging of class-based and other reunion events.
- Assist in other event-planning and execution as requested by the President's Office, Admissions or University Advancement.
- Provide input to University publications regarding alumni programs.
- Participate in national and state professional organizations and conferences to exchange ideas concerning alumni activities.
- Serve on University committee as assigned.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to work independently with minimal supervision and take a great deal of initiative.
- Ability to maintain confidentiality.
- Ability to work with alumni volunteers at regional and national levels.
- Ability to communicate effectively, both verbally and in writing.
- Ability to travel frequently and to work evenings and weekends as necessary.
- Ability to efficiently work with various software applications such as Microsoft Office; strong computer skills.

Required Minimum Qualifications

- Bachelor's degree.
- Two years of work experience in event planning, alumni programs, fundraising, marketing or related university programs such as student activities.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Background in working with volunteers.
- Public relations skills.

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