

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Program Associate	SALARY GRADE:	HU-10
DATE REVISED:	December 01, 2014	EEO CODE:	03
JOB CODE:	2323	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to provide administrative/technical support to the annual programs for alumni, students and parents. The position will assist in the promotion of open lines of communications between alumni and the University. It will also assist in the planning and execution of programs that foster good will and positive public relations for the University with alumni, prospective students and the general public. This position reports to the Director of Alumni Relations and is responsible for assisting in the planning and administration of alumni programs.

SUPERVISORY AUTHORITY: Responsible for orienting and training others, and assigning and reviewing their work. Responsible for acting in a "lead" or "senior" capacity during the absence of the Director.

NATURE AND SCOPE: Internal contacts include professional staff, students and faculty. External contacts include volunteer and alumni.

PRINCIPAL ACCOUNTABILITIES: Provides assistance in planning and implementing a multi-faceted program for alumni, students and parents.

Assists with the administration, coordination, and direction of traditional and special events of the University in which alumni participate such as homecoming, commencement, reunion, student campaigns.

Manage details of department website and assist in providing timely information about alumni to the Publications Manager.

Assists with the promotion and activities of alumni club and associations, including assumption of full responsibility for planning, conducting meetings, and training as assigned.

Assist with in the cooperation with faculty, staff and administration in their requests and other activities as they relate, either directly or indirectly, to the interest of alumni.

Keeps personally informed on University matters that are pertinent to alumni and to the operation the Department of Alumni Relations.

Works with fundraising programs for the development of the University.

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BARGAINING UNIT: N/A

Assist with the supervision of personnel as assigned.

Perform other job-related duties as assigned.

CORE COMPETENCIES: Knowledge of word processing, spreadsheets, database programs, and presentation software as well as internet searches.

Ability to develop action plans in resolving and implementing organizational and operational problem goals.

Ability to plan and prioritize activities in an office setting.

Ability to work in small, lively office environment and meaningfully contribute to team projects.

Competence in both oral and written English to communicate in a clear and concise manner.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and the community.

Knowledge of marketing, public relations and special event planning, methods and techniques.

Knowledge of industry trends, models and practices.

Proven ability to construct professional level events on short deadlines and manage diverse and complex projects.

Demonstrated interest and successful accomplishments in public relations and/or special events planning.

MINIMUM REQUIREMENTS: Bachelor's Degree required and relevant 1-3 years of experience. 8 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____

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FLSA STATUS: Exempt

BARGAINING UNIT: N/A

Department Manager/Supervisor

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____

A handwritten signature in black ink, appearing to read "Michael Bell", is located at the bottom center of the page.