

**Job Code: ..... 101397**  
**Position #: PSA . (E)**  
**Developed by: PJH, JP**  
**Reviewed by: ..... DLJ**  
**Approved by: ..... LK**  
**Date: ..... 06/13; 09/19**

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Coordinator, GSO Alumni Relations and Communications

**DIVISION:** Academic Affairs (Graduate School of Oceanography)

**REPORTS TO:** Director, Office of Marine Programs (GSO Communications & Outreach)

**GRADE:** 9

**SUPERVISES:** N/A

**BASIC FUNCTION:**

Work with the Director, Office of Marine Programs to create, coordinate, and implement Graduate School of Oceanography alumni relations projects, special events, and outreach programs. Research and write content for use on GSO website, social media channels, published materials, and other marketing and promotional materials for digital and print distribution.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Serve as primary liaison to GSO alumni; Develop and execute a GSO alumni communications and engagement plan to increase alumni participation; Set goals and objectives for alumni engagement efforts.

Research, write, edit and proofread newsletters, fundraising letters, event materials and website pages for GSO alumni. Manage and update alumni database.

Assist in the planning, coordination and implementation of GSO alumni and related events. Work with event-day staff, solve problems that arise, and work with vendors. Solicit support, sponsorships, and auction items for GSO fundraising events.

Cultivate Friends of Oceanography members and assist in coordinating related events.

Serve as a URI Bay Campus beat reporter covering academic and research news. Establish connections with faculty, students and staff to generate story ideas in addition to those assigned by supervisor.

Write stories to promote GSO science and funded projects; distribute via website, social media, email newsletters, print publications and traditional media. Provide original multimedia content to accompany written stories and posts.

In addition to short-form content for digital and printed distribution, write feature-length stories for the website annually, as well as feature articles for GSO's alumni magazine and annual report each year.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as required.

#### **LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; camera; word processing, database management, web software, Microsoft Suite, WordPress or equivalent software, Access.

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

#### **QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum two years of work experience in higher education administration, including experience in alumni affairs and/or development; Demonstrated ability to collaborate with both internal and external stakeholders; Demonstrated experience planning and implementing events; Demonstrated strong interpersonal and verbal communication skills; Demonstrated strong written communication skills; Demonstrated ability to write stories on deadline; Demonstrated experience in ocean science or marine environmental programs;

Demonstrated computer skills (including WordPress or equivalent software, Word, G Suite, Access); Demonstrated photography skills; and Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated experience with Photoshop or other image-editing software; and, demonstrated video and editing skills.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**