



**Position:** Associate Director of Alumni Programs  
**FLSA Status:** Exempt  
**Supervisor:** Vice President of Alumni Engagement

**Job Description:** The Associate Director of Alumni Programs directs all in-state and out-of-state alumni club events including activities with the Kansas City and Wichita Steering committees. Assists the K-State Athletics Department with planning and promoting Catbacker Club events and the Jr. Wildcat Program. Serves as advisor for K-State Student Ambassadors throughout their one-year term.

**Job Responsibilities:**

1. Directs all Association in-state and out of state club activities including scheduling and promotions.
2. Collaborates with the athletic department on planning and promoting all Catbacker Club events.
3. Responsible for the Wichita Wine dinner and North Texas Boots & BBQ signature events.
4. Works with the athletic department in planning and implementing the Jr. Wildcat Program.
5. Directs Kansas City and Wichita Club activities and serves as the chair of the Kansas City and Wichita Alumni Steering committees
6. Serves as advisor for the K-State Student Ambassadors and coordinates their selection each fall.
7. Works with the President's office to plan alumni engagement opportunities around the President's travel schedule.
8. Plans the Homecoming pep rally with the assistance of the Student Homecoming Committee.
9. Responsible for creating and managing budget for assigned program areas.
10. Represents the Association at Association, university and community activities in a professional manner.
11. Other duties as assigned.

**Minimum Qualifications:** A bachelor's degree is required with a preference in Marketing or Public Relations. A self-starter with strong writing, speaking and organizational skills. Event planning and experience working with volunteers is preferred. A minimum of two years work experience in an area relevant to the position required. Extensive travel is required with some overnight and weekend stay necessary.

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