

Position Description Form (PDF)

College: Sir Sandford Fleming

Incumbent's Name:

Position Title: Alumni Engagement Officer

Payband: H

Position Code/Number (if applicable): S00405

Scheduled No. of Hours _____ 35 _____

Appointment Type: _____ X _____ 12 months _____ less than 12 months

Supervisor's Name and Title: Sandy Marett, Director Advancement & Alumni Relations

Completed by: Sandy Marett

PDF Date: February 2021

Last Revision: June 2016

HRC Review: February 2021

Signatures:

Incumbent:
(Indicates the incumbent has read and understood the PDF)

Date:

Supervisor:

Date:

Instructions for Completing the PDF

1. Read the form carefully before completing any of the sections.
2. Answer each section as completely as you can based on the typical activities or requirements for the position and not on exceptional or rare requirements.
3. If you have any questions, refer to the document entitled "A Guide on How to Write Support Staff Position Description Forms" or contact your Human Resources representation for clarification.
4. Ensure the PDF is legible.
5. Responses should be **straightforward and concise using simple factual statements.**

Position Summary

Provide a concise description of the overall purpose of the position.

The Alumni Engagement Officer (AEO) reports to the Director, Advancement and Alumni Relations and is responsible for engaging alumni throughout their lives by ensuring the successful delivery of alumni programs, services and communications.

The AEO will organize, maintain and promote various college opportunities to alumni that will foster and build positive relationships and support resource development for the college. They will collaborate with Departments and Schools across the college in order to be knowledgeable about opportunities that may benefit from alumni engagement such as events, job fairs or program advisory councils.

Finally, the AEO is responsible for securing financial resources in support of the Advancement and Alumni budget through sponsorships, advertising and partnerships as well as soliciting annual level donations from alumni.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Describe duties rather than detailed work routines.

	Approximate % of time annually*
<p><u>Alumni Programs and Services</u></p> <ul style="list-style-type: none"> • In partnership with the Director, develops, implements and monitors an annual alumni business plan that supports and provides strategic direction for the effective and efficient growth and operation of alumni programs and services. • Identifies initiates, develops and continually improves upon the benefits, services and programs available to alumni. • Co-ordinates Alumni role in Convocation including securing volunteers and alumni to participate at the ceremony and organizing the graduate pin program. In partnership with the Alumni Speakers, develops speeches for convocation. • Identifies potential alumni to receive the annual Alumni of Distinction Award and supports activities around presentation of award. • Collaborates with Departments and Schools across the college in order to be knowledgeable about opportunities that may benefit from alumni engagement such as events, job fairs or program advisory councils. • Implements opportunities for alumni to mentor current students through an Alumni Mentoring Program (Fleming Connect). • Responsible for Alumni Locator Program. • Co-ordinates nominations for the Premier's Awards including issuing Call for Nominations, creating awareness internally and externally about the awards program, working with Selection Committee to determine nominees and preparation and submission of the nomination packages. Liaises with nominees to organize travel to and attendance at the Premier's Awards Dinner. • Provides support as needed with identifying, recruiting, managing and recognition of volunteers. • Co-ordinates Affinity programs to ensure excellence in the services provided to alumni and an enhanced revenue stream. • Assists and supports other alumni events as required. 	<p>40%</p>

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<p><u>Fundraising & Revenue Generation</u></p> <ul style="list-style-type: none"> • Contributes to the development of annual alumni giving program with targets to increase donations and participation year after year from alumni. • Supports alumni employee giving through Family Campaign. • Develops and implements strategies to support revenue generation from alumni events and advertising opportunities. • Increases department revenue from affinity partnerships year over year. • Identifies individual and corporate alumni prospects and personally solicits annual level gifts. 	25%
<p><u>Communications</u></p> <ul style="list-style-type: none"> • Coordinates the development, production and distribution of the annual Fleming Ties alumni magazine with support from the marketing department. • Maintains up to date information on Fleming's internal and external Alumni webpages. Supports alumni content shared in electronic newsletters and in other promotional materials. Ensures accurate and timely information and compliance with branding and marketing guidelines. • Responsible for the development and maintenance of annual communications plan and calendar for the alumni portfolio that includes print, e-communications, social networking, website, and other promotional materials. • Acts as a contact/resource with the college community, volunteers, donors, alumni, and the general public. 	15%
<p><u>Administration</u></p> <ul style="list-style-type: none"> • Responsible for tracking the alumni budget. • Prepares correspondence and alumni reports for Director. • Performs a wide range of critical functions on Raiser's Edge; data entry, updates and analysis, generating reports and mail merge functions for correspondence. • Affects strategies to maintain an up-to-date database of all alumni and, from time to-time, research which supports this. • Engages and serves alumni and employees by responding to enquiries received through the Advancement and Alumni Department. Manages the alumni@flamingcollege.ca email account • Acts as a resource for the college community regarding Fleming alumni (i.e. mailings, support for events). • Ensures communications with Alumni are in compliance with the Freedom of Information and Protection of Privacy Acts, and are complementary to the vision, mission and values of the College. 	15%
Other related duties as assigned	5%

* To help you estimate approximate percentages:

½ hour a day is 7%

1 hour a day is 14%

1 hour a week is 3%

½ day a week is 10%

½ day a month is 2%

1 day a month is 4%

1 week a year is 2%

1. Education

A. Check the box that best describes the **minimum** level of **formal** education that is required for the position and specify the field(s) of study. Do not include on-the-job training in this information.

- Up to High School
- 1 year certificate
- 2 year diploma
- Trade certification
- 3 year diploma / degree
- 4 year degree or 3 year diploma / degree plus professional certification
- Post graduate degree (e.g. Masters) or 4 years degree plus professional certification
- Doctoral degree

Field(s) of Study:

Business Administration, Marketing, Communications

B. Check the box that best describes the requirement for specific course(s), certification, qualification, formal training or accreditation in addition to and not part of the education level noted above and in the space provided specify the additional requirement(s). Include only the requirement that would typically be included in the job posting and would be acquired prior to the commencement of the position. Do not include courses that are needed to maintain a professional designation.

- No additional requirements
- Additional requirements obtained by course(s) of a total of 100 hours or less
- Additional requirements obtained by course(s) of a total between 101 and 520 hours
- Additional requirements obtained by course(s) of a total of more than 520 hours

2. Experience

Experience refers to the minimum time required in prior position(s) to understand how to apply the techniques, methods and practices necessary to perform this job. This experience may be less than experience possessed by the incumbent, as it refers only to the minimum level required on the first day of work.

Check the box that best captures the typical number of year of experience, in addition to the necessary education level, required to perform the responsibilities of the position and, in the space provided, describe the type of experience. Include any experience that is part of a certification process, but only if the work experience or on-the-job training occurs after the conclusion of the educational course or program.

Less than one (1) year

Minimum of one (1) year

Minimum of two (2) years

Minimum of three (3) years

- Experience working within the field of Alumni Relations.
- Experience developing fundraising campaigns to secure funding from alumni.
- Experience in the development and implementation of programs and services.
- Experience working with volunteers, including coordinating and motivating.
- Experience organizing and coordinating special events.
- Experience using word processing, spreadsheets, data bases and fundraising software.
- Experience working independently in a customer focused environment within a team environment prioritizing and organizing own work.
- Marketing, communications, and social media experience.

Minimum of five (5) years

Minimum of eight (8) years

3. Analysis and Problem Solving

This section relates to the application of analysis and judgement within the scope of the position.

The following charts help to define the level of complexity involved in the analysis or identification of situations, information or problems, the steps taken to develop options, solutions or other actions and the judgement required to do so.

Please provide up to three (3) examples of analysis and problem solving that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

	#1 regular & recurring
Key issue or problem encountered.	An alumnus requests confidential information about former classmates. The incumbent is presented with situations which require quick analysis and response. He/she must always keep in mind the integrity of the College or Association and the respect of the individual.
How is it identified?	Alumnus requests the information and the incumbent identifies that it is confidential information.
Is further investigation required to define the situation and/or problem? If so, describe.	Assess the purpose of the alumnus' request and at the same time maintain a positive relationship with the individual even though the outcome will likely be a negative response to their request. Must document collateral information ie. Raisers Edge.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Solution must respect individual while not violating confidentiality or compromising integrity of the College.
What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).	There are established College and Alumni policies and procedures. Sometimes must rely on personal experience and professionalism to arrive at an outcome.

3. Analysis and Problem Solving

#2 regular & recurring

Key issue or problem encountered

Alumni volunteer does not agree on a course of action.

When working with alumni volunteers, the incumbent must have the ability to exercise judgement and to plan ahead for situations before they manifest.

How is it identified?

By incumbent. Incumbent strives to quickly assess situations as they arise and be cognizant of the different personalities, values and viewpoints of volunteers.

Is further investigation required to define the situation and/or problem? If so, describe.

Must actively listen to volunteers to ascertain the issue and the desired outcome.

Explain the analysis used to determine a solution(s) for the situation and/or problem.

Must use skills to manage relationships in a positive way while achieving Advancement and Alumni Relations goals. Must consider ways to handle the situation carefully and diplomatically so volunteers feel respected and that their opinions matter. Must subtly guide the discussion process, allowing volunteers to maintain their roles while simultaneously maintaining a positive and respectful environment.

What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).

Must rely on personal skills and excellent communication, listening and negotiating skills.

#3 regular & recurring

Key issue or problem encountered

Problem solving a variety of issues when planning and implementing special events.

How is it identified?

By incumbent, by volunteers, by sponsors or participants of the event.

Is further investigation required to define the situation and/or problem? If so, describe.

Yes, each issue or concern must be investigated and resolved. Resolution requires quick analysis and response.

Explain the analysis used to determine a solution(s) for the situation and/or problem.

Must always keep in mind the integrity of the College and of the Association when resolving these issues. Must fully understand the issue and its' impact on the event or any of the participants, staff or volunteers at the event.

Must determine a solution while maintaining a positive relationship even if the solution is a negative one.

What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).

Policies and procedures, past practices and personal experience and professionalism.

3. Analysis and Problem Solving

#1 occasional (if none, please strike out this section)

Key issue or problem encountered

There are identified discrepancies between the graduate list reports being produced from the uploaded information from the Raisers Edge database compared to College's Evolve system.

How is it identified?

By incumbent and other Advancement & Alumni Relations staff identifying the graduate(s) is not listed in the database, usually through an inquiry by the graduate(s) wanting to update their information or a staff member looking for information about the graduate(s).

Is further investigation required to define the situation and/or problem? If so, describe.

In some instances a graduate may be listed under a different given name rather than the name they use, so further conversation with the graduate may be required to confirm if that may be a possibility.

Explain the analysis used to determine a solution(s) for the situation and/or problem.

Working with the Director, the incumbent must consider ways to handle how information can most efficiently entered and/or uploaded for access by the department and whether this is a short term or long term issue.

What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).

Missing or incomplete information may be available for updating/input from the graduate(s) themselves, the Advancement Services Officer, the Registrar's office, and/or the College's Evolve system.

#2 occasional (if none, please strike out this section)

Key issue or problem encountered

Too much content or too little content has been proposed for inclusion in an issue of Fleming Ties.

How is it identified?

By incumbent after discussions with the designer.

Is further investigation required to define the situation and/or problem? If so, describe.

Incumbent must have ongoing communications with the designer prior to and during the design process to ensure proper amount of content is submitted for each issue.

Explain the analysis used to determine a solution(s) for the situation and/or problem.

Incumbent must prioritize content taking into consideration campus representation, timeliness, writer sensitivities and current priorities.

What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).

Consultation with the Supervisor, other appropriate staff, past practise, personal experience and professionalism.

4. Planning/Coordinating

Planning is a proactive activity as the incumbent must develop in advance a method of acting or proceeding, while coordinating can be more reactive in nature.

Using the following charts, provide up to three (3) examples of planning and/or coordinating that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally.

#1 regular & recurring

List the project and the role of the incumbent in this activity.

The position is responsible to fully develop ideas to improve or enhance services and programs to Alumni. Follow through from inception to completion, including research, costing, and analysis of results are also critical pieces which are performed by this position.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Research and analysis of possibilities, often liaising with other college alumni offices. Understanding of College priorities and interests to make sure programs are a proper fit. Budgeting, marketing programs, results analysis.

List the types of resources required to complete this task, project or activity.

Access to research (i.e. internet), access to software (i.e. Excel), support from Student Recruitment, SAC, Marketing, Academic Operations, Student Services, Career Services, FastStart, other College departments as appropriate.

How is/are deadline(s) determined?

In cooperation with the Supervisor.

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

Incumbent, possibly in partnership with Supervisor. For example, if an enhancement to an event is determined to provide a bigger draw but will go over the event budget, it will need to be decided if the idea truly has merit and if the funds can be found elsewhere to cover the overage. If the funds can be found elsewhere in the Alumni budget, the incumbent can make the determination to go forward. If the funds are being requested from the overall department budget, then they would need to be approved by the Supervisor.

4. Planning/Coordinating

#2 regular & recurring

List the project and the role of the incumbent in this activity.

Coordinating activities in partnership with alumni volunteers. The incumbent must always be looking for new volunteers to maintain an active roster of volunteers while also ensuring that a healthy cross section of programs and graduation eras are represented.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Multi tasking, support to and management of volunteers, ability to motivate others, relationship development skills. Coordination of a variety of activities which occur simultaneously, are unrelated and involve staff volunteers and alumni. Balances the number of volunteers required to achieve objectives and ensure a meaningful experience for the individuals.

List the types of resources required to complete this task, project or activity.

Ability to work with colleagues and volunteers in a co-operative manner. Freedom of Information Act, departmental policies.

How is/are deadline(s) determined?

By incumbent.

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

Incumbent in consultation with Director. For example, scheduling of mentorship activities may be required to change throughout the year depending on activities of the Schools and when there are the best opportunities for linkages between curriculum and a speed networking event for instance.

4. Planning/Coordinating

#1 occasional (if none, please strike out this section)

List the project and the role of the incumbent in this activity.

Affinity Programs – Home and Auto Insurance for Alumni.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Identify and research prospective partners, cultivate relationships with prospective partners, work with College's Purchasing department re: structuring, tendering, and securing of agreements, maintain strong working relationship with partners to ensure customer satisfaction for partners, alumni and College.

List the types of resources required to complete this task, project or activity.

Web research, local industry contacts, purchasing department, Raiser's Edge database, and other College programs.

How is/are deadline(s) determined?

In consultation with Supervisor.

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

Incumbent addresses issues as they arise. For example, incumbent needs to be well informed about all current initiatives to ensure, for instance, we are not going to request business from an organization with whom the College has had negative experiences with in the past.

List the project and the role of the incumbent in this activity.

#2 occasional (if none, please strike out this section)

Annual Premier's Awards (Provincial Awards program for Ontario College graduates)

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Thorough understanding of Premier's Awards system to accurately identify and research the strongest prospective nominees for awards in six categories based on their career achievements. Excellent research skills. Ability to prioritize candidates in the areas of Business, Community Service, Health Sciences, Recent Graduate, Technology, and Creative Arts and Design as to who best represents success in their field and the College. Must also be able to work well one on one with the nominees and be an excellent ambassador of the College at the event.

List the types of resources required to complete this task, project or activity.

Raisers Edge, social media, College faculty, community members, senior college administration, department files and websites.

How is/are deadline(s) determined?

Our internal deadline for review of final submissions is determined in consultation with the incumbent's Supervisor. External deadline for final submission is determined by Colleges Ontario.

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

The incumbent addresses issues as they arise. For example, an alumnus may have been researched and selected as a nominee but declines approval of their nomination. In this instance, a decision then has to be made as to which candidate from the earlier pool will be selected or if further research will be undertaken to widen the choices in that category.

5. Guiding/Advising Others

This section describes the **assigned responsibility** of the position to guide or advise others (e.g. other employees, students). Focus on the actions taken (rather than the communication skills) that directly assist others in the performance of their work or skill development.

Though Support Staff cannot formally "supervise" others, there may be a requirement to guide others using the incumbent's job expertise. This is beyond being helpful and providing ad hoc advice. It must be an assigned responsibility and must assist or enable others to be able to complete their own tasks.

Check the box(es) that best describe the level of responsibility assigned to the position and provide an

example(s) to support the selection, including the positions that the incumbent guides or advises.

Regular & Recurring	Occasional	Level	Example
<input type="checkbox"/>	<input type="checkbox"/>	Minimal requirement to guide/advise others. The incumbent may be required to explain procedures to other employees or students.	
X	<input type="checkbox"/>	There is a need for the incumbent to demonstrate correct processes/procedures to others so that they can complete specific tasks.	Guiding/advising volunteers on a regular basis regarding policies/ procedures.
X	<input type="checkbox"/>	The incumbent recommends a course of action or makes decisions so that others can perform their day-to-day activities	Work with student workers on projects supporting the alumni relations portfolio. Following up with student workings to ensure accuracy and professionalism.
<input type="checkbox"/>	<input type="checkbox"/>	The incumbent is an active participant and has ongoing involvement in the progress of others with whom they have the responsibility to demonstrate correct processes/procedures or provide direction.	.
<input type="checkbox"/>	X	The incumbent is responsible for allocating tasks to others and recommending a course of action or making necessary decisions to ensure the tasks are completed.	Decides necessary tasks required to implement an event, necessary actions required to complete a goal/ task for volunteers working at events.

6. Independence of Action

Please illustrate the type of independence or autonomy exercised in the position. Consideration is to be given to the degree of freedom and constraints that define the parameters in which the incumbent works.

What are the instructions that are typically required or provided at the beginning of a work assignment?	
Regular and Recurring	Occasional (if none, please strike out this section)
Duties are performed in accordance with current practices, guidelines and procedures.	
Duties are performed under general supervision.	

What rules, procedures, past practices or guidelines are available to guide the incumbent?	
Regular and Recurring	Occasional (if none, please strike out this section)
Duties are performed in accordance with the Colleges practices, guidelines and procedures. Provided with processes to enter data and generate reports, previous reports and files are available to be referred to for reference (contributions to Fleming Ties, Premier's Awards, Alumni of Distinction, etc.). Freedom of Information Act guidelines and College and Foundation policy provides guidelines on handling confidential information.	

How is work reviewed or verified (e.g. feedback from others, work processes, Supervisor)?	
Regular and Recurring	Occasional (if none, please strike out this section)
Work is reviewed bi-weekly at 1:1 with the Director and annually at the performance review. Works independently on most projects.	

6. Independence of Action

Describe the type of decisions the incumbent will make in consultation with someone else other than the Supervisor?	
Regular and Recurring	Occasional (if none, please strike out this section)
Consults with Student Services and other Dept staff with respect to the development of the mentorship program.	

Describe the type of decisions that would be decided in consultation with the Supervisor.	
Regular and Recurring	Occasional (if none, please strike out this section)

Refers unusual queries and alumni issues and concerns to the Supervisor for resolution.	
Problem solving with regard to personal, political or strategic issues affecting services to Alumni.	

Describe the type of decisions that would be decided by the incumbent.	
Regular and Recurring	Occasional (if none, please strike out this section)
May come across data that is inconsistent with other records and must determine appropriate follow-up to correct and improve systems.	
Development, implementation and promotion of new programs and services for alumni.	
Proactively identify new Affinity programs.	
Initiative is required on a daily basis to build and strengthen relationships through the handling of individual or group inquiries as well as working with existing and new alumni volunteers.	

7. Service Delivery

This section looks at the service relationship that is an assigned requirement of the position. It considers the required manner in which the position delivers service to customers. It is not intended to examine the incumbent's interpersonal relationship with those customers and the normal anticipation of what customers want and then supplying it efficiently. It considers how the request for service is received and the degree to which the position is required to design and fulfil the service requirement. A "customer" is defined in the broadest sense as a person or groups of people and can be internal or external to the College.

In the table below, list the key service(s) and its associated customers. Describe how the request for service is received by the incumbent, how the service is carried out and the frequency.

Information on the service		Customer	Frequency (D, W, M, I)*
How is it received?	How is it carried out?		
Request for information	Provides information as requested. Determines best option which will meet the need of the client.	Alumni	D

Request for information	Provides information as requested. Determines best option which will meet the need of the client.	Businesses	M
Development of a new program or event	Develops, plans and implements a new program or event based on gaining full understanding of client requirements.	Alumni	M
Writes speeches for Alumni representative for convocation and awards ceremonies	Develops an understanding of what the speaker wants to convey and develops speech accordingly to ensure relevant to audience.	Alumni	I

* D = Daily W = Weekly M = Monthly I = Infrequently

8. Communication

In the table below indicate the type of communication skills required to deal effectively with others. Be sure to list both verbal (e.g. exchanging information, formal presentations) and written (e.g. initiate memos, reports, proposals) in the section(s) that best describes the method of communication.

Communication Skill/Method	Example	Audience	Frequency (D, W, M, I)*
Obtaining and Exchanging routine information, extending common courtesy	Answer phone calls, attend to walk-in clients, help with inquiries, work on projects	Alumni	D
	Networking	Alumni Relations offices at other colleges	D
Explanation and interpretation of information or ideas	Completes reports to communicate activities under portfolio	Alumni volunteers	I

Support Staff PDF

Imparting technical information and advice	Raisers Edge training and activity, monitoring of students	Students	W
Instructing or training			
Obtaining cooperation or consent	<p>Incumbent is responsible for initiating and gaining cooperation for participation and development of agreements and contracts for Alumni programs. As example: businesses participating in an Affinity program (includes securing a discount for students and financial return for College); Business leaders participating in college events and publications; writing provincial alumni award nominations on behalf of the College, etc. .</p> <p>Enlist alumni support in the areas which benefit the College and its students (fundraising, leadership for alumni programs) Must achieve support for initiatives, programs and affinity relationships.</p> <p>Individuals and businesses are not always easily convinced to participate and the incumbent must utilize advanced communication skills in these interactions.</p>	<p>Alumni</p> <p>Other College departments, businesses,</p> <p>Local & National Businesses</p> <p>Alumni</p>	M
Negotiating			

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9. Physical Effort

In the tables below, describe the type of physical activity that is required on a regular basis. Please indicate the activity as well as the frequency, the average duration of each activity and whether there is the ability to reduce any strain by changing positions or performing another activity. Activities to be considered are sitting, standing, walking, climbing, crouching, lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period.

Physical Activity	Frequency (D, W, M, I)*	Duration			Ability to reduce strain		
		< 1 hr at a time	1 - 2 hrs at a time	> 2 hrs at a time	Yes	No	N/A
Sitting at a computer terminal	D			X	X		
Attending meetings	M		X		X		
Event preparation and clean-up. Setting up and taking down display material	M		X		X		
Bending/stooping to retrieve materials from storage cage in basement	M	X			X		

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If lifting is required, please indicate the weights below and provide examples.

- Light (up to 5 kg or 11 lbs)
- Medium (between 5 to 20 kg or 11 to 44 lbs)
- Heavy (over 20 kg or 44 lbs)

Alumni materials and merchandise, Food, Beverages

10. Audio Visual Effort

Describe the degree of attention or focus required to perform tasks taking into consideration:

- the audio/visual effort and the focus or concentration needed to perform a task and the duration of the task, including breaks (eg. up to 2 hours at one time including scheduled breaks)
- impact on attention or focus due to changes to deadlines or priorities
- the need for the incumbent to switch attention between tasks (eg. multi-tasking where each task requires focus or concentration)
- whether the level of concentration can be maintained throughout the task or is broken due to the number of disruptions

Provide up to three (3) examples of activities that require a higher than usual need for focus and concentration.

Activity #1	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Inputting and updating alumni, donor and volunteer records	D		X	
Can concentration or focus be maintained throughout the duration of the activity? If not, why? <input checked="" type="checkbox"/> Usually <input type="checkbox"/> No				

Activity #2	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Researching and writing articles for Fleming Ties Researching information from a variety of sources to develop/enhance programs and services	Semi annually		X	
Can concentration or focus be maintained throughout the duration of the activity? If not, why? <input checked="" type="checkbox"/> Usually <input type="checkbox"/> No				

Activity #3	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Generates annual alumni budget and business plan	I		X	
Can concentration or focus be maintained throughout the duration of the activity? If not, why? <input checked="" type="checkbox"/> Usually <input type="checkbox"/> No				

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11. Working Environment

Please check the appropriate box(es) that best describes the work environment and the corresponding frequency and provide an example of the condition.

Working Conditions	Examples	Frequency (D, W, M, I)*
<input checked="" type="checkbox"/> acceptable working conditions (minimal exposure to the conditions listed below)	Normal Office	D
<input type="checkbox"/> accessing crawl spaces/confined spaces		
<input type="checkbox"/> dealing with abusive people		
<input type="checkbox"/> dealing with abusive people who pose a threat of physical harm		
<input type="checkbox"/> difficult weather conditions		
<input type="checkbox"/> exposure to extreme weather conditions		
<input type="checkbox"/> exposure to very high or low temperatures (e.g. freezers)		
<input type="checkbox"/> handling hazardous substances		
<input type="checkbox"/> smelly, dirty or noisy environment		
<input checked="" type="checkbox"/> travel	Intercampus travel and meetings with Alumni. Time spent travelling would be under 2hrs/week	M
<input type="checkbox"/> working in isolated or crowded situations		
<input checked="" type="checkbox"/> other (explain)	The position involves occasional evening or weekend work for special events, etc.	M

* D = Daily M = Monthly W = Weekly I = Infrequently