

**Middle Tennessee State University (MTSU)
Director, Parent Programs and External Relations**

Job Title: Director, Parent Programs and External Relations

Requisition Number: 0983

Job Description: Serve as primary contact with parents of currently enrolled students and as part of a team in contact with external constituencies of the Division of Student Affairs. Develop and implement a plan or a comprehensive Parent Association of MTSU; coordinate meetings of the governing structure of the association, develop methods of communications with parents; coordinate special family events, assist the Vice President with annual goals and strategic fundraising plans for the Division of Student Affairs and Enrollment and Academic Services; support overall fundraising efforts of the university including program development, special events and services to improve student life at MTSU.

Minimum Qualifications: Bachelor's degree and five years professional experience to include higher education or comparable experience to include communications development, coordinating major events and working with volunteer organizations.

Preferred Qualifications: Higher education experience preferred.

Special Instructions to Applicants: <http://www.mtsu.edu/jobs.shtml>

Department: Vice President - Student Affairs

Salary Range: \$40,130 - \$49,360

Job Open Date: 02-25-2008

Job Close Date: 03-25-2008

Is this position Grant Funded? No

Job Category: Professional

Job Type: Full-Time