

## Job Description

**Job Title** : Executive - Alumni Engagement**Job Location** : Patiala**Position Reports To** : Head Alumni Engagement

### Main Purpose

The main purpose of this job is to support the Head Alumni Engagement in driving initiatives that results in achieving and leveraging strong alumni relations.

Qualification	Masters' Degree, preferably full time MBA.
Experience	1-3 years
Competency	Service Orientation, Excellent inter-personal skills, Excellent communication skills - both written and verbal, Planning & organizing skills, Ability to do multiple-tasking, Team working skills, Problem solving skills, Analytical Thinking, Process Oriented thinking

### Relationships

- **Reports to:** Head Alumni Engagement
- **Internal Relationships:** Closely works with Department Coordinators for various activities, other departments.

### Specific Accountability & Job Responsibility

#### Targeted Communication, Alumni Portal and Data Management

- Create and manage all the electronic alumni communication efforts with the marketing team.
- Maintain and update content within the alumni pages of the website, including service and event and news updates and alumni profiles.
- Co-ordinate production of the alumni newsletter; Promote the alumni networks via social media.
- Support Head Alumni Engagement in creating and implementing a series of programs that encourage, appreciate and recognize alumni for their professional achievements and contributions.
- Assist in finalizing all specifications regarding the portal and other formats for data collection.
- Maintain accurate alumni records and play an active role in establishing and updating the database.

#### Industry

- Liaison with Industry engagement cell to assist students and alumni in career planning, placements and transitions through the alumni network.
- Support Head Alumni Engagement in planning and managing alumni interaction with respect to the entrepreneurial assistance venture and mentorship program.
- Co-ordinate activities related to the proposed alumni career services and mentorship programs.
- Assist Head Alumni Engagement in alumni interactions for all industry engagement functions (placements, executive education and research)

#### Outreach & Events

- Plan and organize a series of activities and events on campus and across geographies to strengthen the institute's alumni network; monitor success of events and suggest and develop new ways of leveraging engagement of alumni and key stakeholders.
  - Taken on complete responsibility of the batch ambassadors program, conceptualizing and organizing homecoming weekends and any other events as part of the alumni engagement plan.
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- Work with Alumni Association and support them in organizing events, awards, chapter meets and any other activities for outreach.
- Coordinate/keep track of chapter meetings and networking events.

**Compensation**

- Compensation will not be a constraining factor and will be the best in the sector.
  - Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by 10<sup>th</sup> Sept 19.
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