

The LNM Institute of Information Technology, Jaipur

Job Description: Junior Officer - Alumni Relations and Engagement

JOB TITLE	Junior Officer - Alumni Relations and Engagement	Division	Alumni Relations and Engagement
REPORTS TO	Dean/Assistant Dean Alumni Association	SUBORDINATES	-
LOCATION	Jaipur	DIVISION	Non-Teaching (NT)
EMPLOYMENT TYPE	Regular	LEVEL	6

RESPONSIBILITIES

Responsibilities

1. Create a dedicated alumni office. Update database of all stakeholders (Deans, Faculty-mentors, student coordinators and student team) of the alumni association for an academic year.
2. Manage alumni relations. Develop and implement a robust alumni engagement plan. Create a calendar of all proposed activities of the year at the beginning of the academic year.
3. Ensure engagement on platforms for alumni to engage with each other and the University – events, meetups, local chapters.
4. Organize get together, chapter meets and annual meet every year. Enable printing of T-Shirts for student members of alumni association and alumni.
5. Leverage alumni networks to support the university with internships, placements, mentorship etc.
6. Identify alumni for teaching learning and research support.
7. Work on engagement strategy to build alumni fundraising as an important element of university fundraising.
8. Manage alumni portal, social media and other platforms for highlighting alumni achievements. Verify and accept requests of genuine stakeholders for registration on the alumni portal.
9. Update events, jobs and campus feed on the alumni portal.
10. Facilitate alumni visits and other engagements of alumni with the institute.
11. Coordinate with student coordinators to update alumni posters at regular intervals.
12. Collect, update and provide alumni data for institutional records and regulatory bodies as and when required. Maintain contact information and gather information about alumni.
13. Work in close collaboration with the placement officer to update the database of alumni.
14. Organize webinar by our alumni (preferably once every month).
15. Create a database of most successful alumni every year which will contain all their details with a view to share it with students and our alumni.
16. Identify alumni for committees like senate and alumni mentorship programmes under various domains. Plan educational programs for alumni, including lectures, seminars, and workshops.
17. Coordinate students' efforts in publishing Alumni magazine *Sparsh*.
18. Perform miscellaneous job-related duties as assigned.

EDUCATIONAL QUALIFICATION AND EXPERIENCE

Essential:

1. Master's degree in Management / Engineering / IT with First Class in regular mode from a recognized University/Institute.
2. B.Tech. with first class from a recognized University/Institute.
3. Knowledge about MS Office, ERP.

Experience: 5 years' relevant experience in a university of repute of handling of students database.

Desirable:

- Very good communication skills in English, Hindi.
- Ability to work across different time zones in a seamless way.
- E-mail handling, video conferencing, scheduling, good presentations skill, coordination and logistic handling experience will be a plus.

Age: Preferably below 35 years

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18/3.