



**JOB DESCRIPTION & PERSON SPECIFICATION**

<b>JOB TITLE:</b> Alumni Officer- Technical	<b>DEPARTMENT:</b> Executive Development Centre
<b>POSITION REPORTS TO:</b> Asst Manager EDC	
<b>POSITION IS REPORTED BY:</b> N/A	
<b>MAJOR JOB RESPONSIBILITIES</b>	
<ol style="list-style-type: none"><li>1. Develop Alumni relations<ul style="list-style-type: none"><li>• Ensures maintaining alumni relations and build and enhance relationships with graduates through regular communication, with at least 10 telephone calls a day, regular emails and ensure accessibility of alumni link to the alumni network for updates related to movements and revised contact details.;</li><li>• Organize Alumni meet-ups and alumni advisory boards (program-wise)</li></ul></li><li>2. Data Management of CS, Mechatronics, Bio Sc and Public Health Alum<ul style="list-style-type: none"><li>• Ensures improved usability of the 'Alumni Database' in consultation with the Manager EDC, Head of Academic Services and Zab Solutions.</li><li>• Identifies and turns inactive alumni profiles into active contacts.</li><li>• Assists in planning and conducting an 'Alumni Survey', on an annual basis.</li><li>• Maintains and makes efforts to enhance the quality of alumni database</li></ul></li><li>3. Ensures SAGA registrations; develops and manages contact with the members of the SZABIST Alumni Global Association.</li><li>4. Sponsorships, placements, trainings and program marketing<ul style="list-style-type: none"><li>• Assists in getting sponsorships for EDC events using the alumni contacts.</li><li>• Develops leads for scholarships, sponsorships, training and placement opportunities from among Alumni contacts.</li><li>• Develop corporate deals for alum</li></ul></li><li>5. Managing social and digital media presence<ul style="list-style-type: none"><li>• Manages the alumni pages on Facebook and other social media.</li><li>• Ensures updating timely information on the alumni website and alumni e-group.</li></ul></li><li>6. Liaises with the Alumni on behalf of EDC for arranging Alumni representation in 'Mock Interviews' and Ambassador Shows.</li><li>7. Events<ul style="list-style-type: none"><li>• Alumni Reunion<ul style="list-style-type: none"><li>• Organizing Alumni Reunion including arranging the program, making all arrangements, invites etc</li></ul></li></ul></li></ol>	



- Convocation Committee
  - Represents the EDC department in the 'Convocation Committee'.
  - Responsible for compiling all registration of convocation data, its verification from Records Department, provision of the same to the Administration Department, issues invites for the Convocation to the graduating students.
  
- 8. Handles all communication and coordination with the Alumni with respect to the SZABIST Alumni Global Association.

**PERSON SPECIFICATION**

**(1) Academic Qualification Required**

Graduation or equivalent qualification, preferably Masters

**(2) Specific Job-related Skills Required**

1. Communication Skills
2. Interpersonal, Presentation & Counseling Skills
3. Computer Skills
4. Problem-Solving Skill
5. Ability to organize the work and meet the deadlines

**(3) Specific Job-related Traits & Behaviours Required**

1. Attendance
2. Punctuality
3. Integrity
4. Work interest, devotion and commitment
5. Appearance
6. Discipline

**(4) Experience Required**

At least 1 year experience in the related field