



ST JOSEPH'S  
UNIVERSITY

ಸೈಂಟ್ ಜೋಸೆಫ್ಸ್ ವಿಶ್ವವಿದ್ಯಾಲಯ

## STAFF RECRUITMENT 2024

Applications are invited for the following key position:

Interested candidates for the following non-teaching post should fill out the Google Form (link provided below), and upload their CV and a Cover Letter as attachments on the Form. The Cover Letter must outline specific ideas on how you fit the role, how you would like to proceed if you are considered for the role and how to mobilise the alumni to get them to support the work of the University. The Google Form should be submitted on or before **Monday, 1 July 2024**. Google Form link: <https://forms.gle/9oFWCY5L1C9wtgtN6>

### ALUMNI RELATIONS OFFICER

**Qualification:** A Postgraduate Degree in a relevant field. An alumna/alumnus of our institution will be preferred.

**Desirable Experience:** 10 years of relevant experience.

**IT Skills:** Ability to work on MS Office, Teaching/E-learning software, examination and grading software, and social media platforms.

**Linguistic Ability:** Fluency in English

#### Other Skills and Competencies:

- ✓ Leadership in working with internal and external stakeholders with ownership and accountability
- ✓ Articulation and presentation skills
- ✓ Facilitation, coordination and negotiation skills
- ✓ Interpersonal skills, people management and motivational skills
- ✓ Strong analytical and problem-solving skills and ability to act with discretion
- ✓ Time management skills
- ✓ Adaptability and flexibility

#### Some Key Roles and Responsibilities:

- ✓ Strategic Leadership in developing and maintaining positive alumni relations
- ✓ Act as Alumni Relations and Communications Counsel to SJU Administrators
- ✓ Maintaining an easily searchable database of alumni contacts with specific search areas of work and support possible and cultivating alumni relations and prepare periodic reports
- ✓ Organise and promote events
- showcasing SJU's research, academics, and organise Alumni Get-Togethers
- ✓ Liaise effectively with alumni/ae
- ✓ Develop and sustain Alumni chapters
- ✓ Facilitate recruitment and onboarding of new members
- ✓ Perform other duties as assigned by the Vice-Chancellor

**NOTE: The work timings will vary depending on the shift as the University also runs a III Shift from 2:00 to 9:00 pm.**