

Position Title	Deputy Manager Career Services & Alumni Relations
Department	Administration
Reporting Relationship	Manager CDC

POSITION DESCRIPTION

The connection between student and university exists well after graduation. Managing the relationship between the institution and the graduates is the CDC Office. The office communicates with the alumni community through newsletters, events, web pages and other resources.

The role of Deputy Director CDC (Career Development /Alumni Relations) is largely about communication. The role is set up to keep alumni connected to each other and the university, encourage and promote the professional development of alumni on an individual level, and to keep the alumni community aware of the university's developments and needs, including fundraising opportunities and achievements.

S/he will also be responsible for bringing current students into the alumni community, so a lot of promotion work is involved.

In short, under limited supervision, s/he develops, coordinates, promotes, maintains and evaluates special events, programs, and projects sponsored by the CDC office, with a focus on developing means by which to engage alumni through the common bonds of academic program/department/university.

Required Qualification, Experience and Skills

Qualifications	Master's Degree from HEC recognized University/Institute.
Minimum experience	A minimum of 3-5 years' relevant experience

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Experience of university administration or marketing duties is beneficial	Medium
2.	Experience of operating events is essential	High
3.	Project management skills are needed in this role	Medium
4.	An ability to communicate with people clearly	High
6.	Expected to work to deadlines and prioritize workloads	High
7.	Copywriting and editorial skills are necessary	Medium
8.	Industrious and creative	High
9.	Understanding of and passion for higher education	High

10.	Willing to work occasional weekends and evenings, and to go on business trips	High
11.	IT skills, and preferably experience of working with a customer relationship management (CRM) system	Medium to High

DUTIES AND RESPONSIBILITIES

- Conduct career development activities in university.
- Provide information on programs and services through institutional print and electronic media, publications and presentations.
- Gather and update graduate information for the development of an automated alumni system.
- Update and maintain sections of the center website & social media
- Ensure maintenance of a comprehensive and up-to-date Alumni database.
- Establish and build relations with a wide range of Alumni through direct contact, emails, Alumni website, Facebook, and print publications.
- Operate an alumni magazine/newsletter; providing content and carrying out editorial duties for the alumni publication.
- Work closely with the Heads of Departments on matters relating to Alumni events & university publications.
- Develop strong student, alumni, staff and other volunteer networks for alumni relations activities.
- Identify alumni willing for fundraising, volunteer work and donations.
- Foster ongoing relationships with alumni.
- To network with counterparts at well-reputed institutions to ensure that the CECOS alumni relations program follows best practices.