Applications are invited for the Consolidated position of an experienced **Coordinator, Alumni Relations** for full time on a Consolidated basis, at this Institute for a period of **One (1) year**:

<table>
<thead>
<tr>
<th></th>
<th>Name of the Post</th>
<th>Coordinator, Alumni Relations</th>
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<tbody>
<tr>
<td>2</td>
<td>No. of Posts</td>
<td>One (1)</td>
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<tr>
<td>3</td>
<td>Nature of appointment and tenure</td>
<td>The appointment shall be on Consolidated basis for a period of <strong>One (1) year</strong>, which is renewable based on performance.</td>
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<td>4</td>
<td>Age limit</td>
<td>A candidate must have attained the minimum age of 18 years as of the date of the interview.</td>
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<td>5</td>
<td>Essential Qualifications required</td>
<td>Bachelor's degree in business administration or business management. A master's degree would be an additional benefit. Must be social media savvy.</td>
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<td>6</td>
<td>Experience</td>
<td>Minimum 2 - 4 years of Experience in education field</td>
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<td>7</td>
<td>Consolidated pay</td>
<td>As per the Institute Norms.</td>
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<td>8</td>
<td>About the Role</td>
<td>The Alumni Relation’s Coordinator is mainly responsible for the planning, designing, and execution of a set of programs which involve many activities such as to keep the alumni informed and render concrete benefits to them.</td>
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It is the duty of the coordinator to implement such programs to acknowledge the prominent and deserving alumni and ensure their involvement with the organization. The manager makes sure that there is active and interested engagement of the alumni in the promoting the objectives of the institute (IIIT Hyderabad).

- Works as a consulting authority for the student alumni association.
- Raise profitable funds for the programs,
- Functions as an editor, design magazines, newsletters, and other print and social media publications.
### 9. Job Responsibilities

Alumni relations coordinator plays a very important role in coordinating all the functions of the organization that aim towards the promotion of alumni. Here are some of the important responsibilities listed under this profile.

- Planning, organizing, and coordinating events that are arranged by or for the alumni
- Performing budget planning for the yearly alumni events, programs, or communications and accordingly overseeing them
- Search for financial institutions that are willing to fund and maintain tie-ups with the alumni
- Raising funds for the university or college gatherings. Besides, proposing plans for these gatherings
- Maintaining good relationship with the institutions. Organizing programs for current students and helping them to discover new opportunities in career, employment, etc.

Create forums where students get connected to their batch mates and other students of the same institution to share their experiences with each other.

### 10. Languages

English, Hindi and Telugu (Preferred)

### 11. How to apply

Please send your C.V to recruitment@iiit.ac.in with subject of “Application for the post of Coordinator, Alumni Relations”.

### 12. Selection Procedure

The final selection of the candidate will be done on the basis of his/her performance in the interview.

### 13. Deadline

30<sup>th</sup> Oct 2022

Sd/-
Registrar