Call for applications in
Office of Alumni and Corporate Relations (OACR)

1.	**Name of post**	**Alumni Relation Manager**
2.	Job Description	IIT Hyderabad one of the leading second generation IITs with a strong research and innovation culture. IITH has alumni all over the world pursuing their career in many diverse areas. Alumni have a strong emotional connect with the institution. The purpose of the role is to make a strong connection and relationship with alumni. This includes developing and implementing various alumni engagement activities/programs and sustain positive relationship with alumni so that they can mentor, guide and inspire students. The relationship should enhance such that their loyalty, dedication, support and raise funds for IITH.
3.	No. of post	01
4.	Essential Qualification	i) Bachelor's degree in any stream with minimum **65%** marks (or CGPA/Grade of **6.5** or above) * from a recognized university. (*institute may set higher cut-off marks for the shortlisting, if the number of candidates are high) ii) Candidate should have minimum **1 year** of experience in the following: a) Experience in some of the following areas: business relationship management/ customer facing roles/ funds deployment / utilization report /other outreach activities b) Good working knowledge of basic software packages like Excel, Word processing, Power point, or equivalent software and ability to handle database. c) Good proficiency in oral and written communication capabilities. d) Candidates with strong relationship building capabilities and ability to manage multiple tasks would be preferred.
5.	Desirable	• To build relationship with alumni and non-alumni philanthropists. • Ability to use CRM / ERP solutions for alumni database • To work with internal stake holders in deploying the funds effectively and can create utilization report. • Creative in developing attractive contents and newsletters, for constant engagement with alumni on periodic communications.
6.	Consolidated Pay	Rs. 30,000 /- per month
7.	Anticipated start date	01st May 2024
8.	Age	40 year (upper age limit) as on date of application
9.	Tenure of employment	Contract period of 11 months. However, candidate can be reengaged for subsequent terms based on his/her performance and requirement of

		the Department/Institute.
10.	Mode of application	Online. Candidate is requested to visit IIT Hyderabad website and apply online through google form. https://forms.gle/duQmU4FBY3D5rVDv9 (Candidates are requested fill above form online and upload full CV (with photograph), along with relevant documents) **Note**: Incomplete application will not be considered.
11.	Last date of application	19th April 2024
12.	Mode of selection	Online Interview
13.	Tentative date of interview	22nd to 25th April 2024 (Time will be informed through mail)
14.	Contact	Candidate may contact: Office of the Alumni and Corporate Relations (Email:dean.acr@iith.ac.in)