

Date: 31.05.22

Office of Alumni Relations/Development Office, IIT Hyderabad  
Call for Applications for the Position of Alumni **Engagement Manager**

1.	Name of post	<b>Project Associate (Alumni Engagement Manager)</b>
2.	Job Description	IITH has its alumni all over the world pursuing their career in many diverse areas. Alumni have a strong emotional connect with the institution and have willingness to contribute and continue their relation with their Alma Mater. Main role of this profile is to engage with alumni and other external stakeholders like corporates and other individuals for various purposes. Work includes documentations, keeping records, communications with alumni, individuals and various offices, general office management, providing support in organizing meetings and events, etc.
3.	No. of post	01
4.	Essential Qualification	i) Bachelors degree in any stream with minimum 65% marks (or CGPA/Grade of 6.50 or above)* (*institute may set higher cut-off marks for the shortlisting, if the number of candidates are high)  And ii) Candidate should have minimum <b>3 years</b> of experience in the following: a) Good working knowledge of basic software packages like Excel, Word processing, Power point, or equivalent software and ability to handle database. b) Experience in some of the following areas: business relationship management/ customer facing roles/public relation /fund generation / fund management/ other outreach activities
5.	Desirable	Ability to use CRM / ERP solutions, Experience in public relations, Branding and corporate communications Experience in generating funds and working with philanthropists, ability to identify funding needs and sources, and start campaigns, creative in developing attractive and appealing contents and newsletters, Effective deployment of funds and create utilisation reports
6.	Consolidated Pay	Rs. 35,000 /- per month
7.	Age	35 year (upper age limit) as on date of application
8.	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.
9.	Mode of application	Online. Candidate is requested to visit IIT Hyderabad website and apply online through google-form. <a href="https://forms.gle/sXKP7am42ERcwZmZA">https://forms.gle/sXKP7am42ERcwZmZA</a> (Candidates are requested fill above form online and upload full CV (with photograph), along with relevant documents)
10.	Last date of application	10th June, 2022
11.	Mode of selection	Short-listed candidates will be called for Online Interview
12.	Tentative date of interview	12 to 15 June, 2022
	Contact	Candidate may contact: office of the alumni relation (email:dean.ar@iith.ac.in)