



URGENT REQUIREMENT for Assistant Alumni Coordinator

Assistant Alumni Coordinator Duties and Responsibilities:

- To Assist Alumni Coordinator in maintaining a positive relationship between an educational institution and its graduates.
- To Assist in planning and oversee alumni events, communicate regularly with alumni.

The following are the duties and responsibilities:

- Planning, coordinating, and executing alumni events and programs
- Updating and maintaining the alumni database to ensure all contact information and records are correct.
- Communicating regularly with alumni through various channels, including newsletters, emails, and social media
- Developing strategies to engage alumni in institutional activities
- Collaborating with other departments to ensure alumni relations goals are met
- Conducting surveys to gather feedback and assess the needs of alumni
- Assisting with the creation of alumni outreach materials, such as brochures and promotional videos
- Building and maintaining strong relationships with alumni by addressing their queries and concerns

➤ Requirements:

- Preferably Women Candidate.
 - Retired Persons from Army / Short Service Commission (Central Govt. Employees).
 - A Post Graduate in Public Relations, Communications, or a related field candidates are preferred.
 - Proven experience in alumni relations, community outreach, or a similar role.
 - Strong communication and interpersonal skills.
 - Proficiency in database management and event planning.
 - Experience in content creation and social media management.
 - Ability to work independently and as part of a team.
 - Availability to work outside of regular business hours and travel as needed for events.
- Salary will be paid between Rs. 50,000/- to 75,000/-

Interested candidates may apply on or before 05.11.2024 and forward the Updated Resume/CV to “recruitment_hr@cbti.ac.in”

Sd/-

President