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ALUMNI RELATIONS OFFICER

JOB DESCRIPTION SUMMARY

The Alumni Relations Officer communicates with the alumni community through newsletters, events, web pages and other resources. The role is set up to keep alumni connected to each other and the Institute, 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. The Alumni Relations Officer will also be responsible for bringing current students into the alumni community, so a lot of promotion work is involved.

JOB DETAILS

Location: Windhoek

Position Type: Full time

Supervisor: Head of Academic Affairs & Research

DUTIES & RESPONSIBILITIES

- ✓ Communicating with an alumni community
- ✓ Operating an alumni magazine/newsletter
- ✓ Providing content and carrying out editorial duties for the alumni publication
- ✓ Organising reunions for alumni members
- ✓ Arranging networking events
- ✓ Encouraging donations to support bursaries, research and university development
- ✓ Promoting the alumni community to current students
- ✓ Strategic planning for the direction of the alumni office
- ✓ Managing the budget for the office
- ✓ Responsibility for the alumni website and online community
- ✓ Arranging for discounts, benefits and services for alumni members

- ✓ Communicating with the Institute's departments and local businesses to arrange benefits packages for alumni members
- ✓ Attending national and international events for alumni communities

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- ✓ Project management skills
 - ✓ An ability to communicate with people clearly
 - ✓ Copywriting and editorial skills are necessary
 - ✓ The officer needs to be industrious and creative
 - ✓ Understanding of and passion for higher education
 - ✓ Willing to work occasional weekends and evenings, and to go on business trips
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MINIMUM REQUIRED QUALIFICATIONS

- ✓ Degree in areas such as social science, business, marketing or any related qualifications
 - ✓ Professional qualifications in the areas of administration and marketing are desirable
 - ✓ Experience of educational institutions administration or marketing duties is beneficial
 - ✓ Experience of operating events is essential
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APPLICATION

To apply, please e-mail the below documents in a single pdf file to **Ms. Maria Penondadi** at info@globalinsti.com

- A 1 – 2-page statement of interest specifying the relevance of your experience to the Institution
- Curriculum Vitae (CV)
- Names and complete contact information for three references.

Global Edge Training Institute is a welcoming and vibrant community committed to supporting a diverse workforce, and actively seeks applications from women, minorities and other persons from traditionally underrepresented groups. Global Edge Training Institute is an equal opportunity provider and employer. The Institute reserves the right to extend the closing date if deemed necessary and reserves the right to make no appointment.