



JOB DESCRIPTION

Position Title	Manager/Deputy Manager Alumni Relations and Communication - Office of Alumni Relations and Engagement (OARE)
Department	Office of Alumni Relations and Engagement (OARE)
Reporting To	Head of OARE
Type of Position	Full Time / Part Time / Contractual / Internship
Apply Here	https://habib.edu.pk/hu-careers/apply-online

POSITION DESCRIPTION

The incumbent will report to the Head of Office of Alumni Relations and Engagement (OARE). The person will be responsible in working closely with the Head for creating Alumni Communication Strategy with identified goals, activities, success indicators and tools. The person will also be responsible in executing the strategy and maintaining a seamless communication process between Alumni and HU.

The person will be responsible for managing a variety of communications with Alumni and keeping them updated and informed about HU.

DUTIES AND RESPONSIBILITIES

- **Creating and Implementing a Comprehensive Communication and Alumni Relations Strategy**
 - Developing a holistic communication and alumni relations strategy in collaboration with the Head of OARE to maintain effective communication channels and relations with Alumni
 - Designing events and activities for Alumni community building and relations with alumni including annual alumni re-union
 - Creating and maintaining communication platforms/tools that include but not limited to Alumni website, Facebook Group, Instagram, YouTube Chanel, Newsletters, blogs etc. in collaboration with HU IT and Marketing Teams
- **Working with HU Alumni Association**
 - Reviewing current Alumni Association framework, policies and processes. Creating updated policies and processes for Alumni Association
 - Ensuring that Alumni Association is functioning effectively
 - Conducting meetings, elections and other activities pertaining to Alumni Association
- **Ensuring the Proper Onboarding of Graduating Class as HU Alumni**
 - Working with the graduating batch each year in their final year
 - Organize events and activities to introduce them with their new role as Alumni
 - Sharing Alumni polices and process with them before graduation
 - Help graduating students in understanding clearance process and future communication
 - Issuing their alumni card and other membership forms
- **Assisting the Operational Aspects of the Office**
 - Assisting the head OARE in creating policies related to alumni access to campus, their participation, conduct and communication.
 - In collaboration with Office of Career Services and other administrative offices organizing all events and activities
 - Assisting the Head OARE in managing alumni access to campus and dealing with the issues and problems arising vis-à-vis Alumni

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- Facilitating all HU offices vis-à-vis Alumni participation and information.
- **Participate in other Activities as and when required**
 - Working with other teams as and when needed
 - Serving on University committees and groups to support the University in achieving its vision and goals

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ A Bachelor's degree with at least 4-5 years of experience of working in similar capacity or extensive engagement with students and experience of similar tasks
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REQUIRED JOB COMPETENCIES

S#	Competency	Criticality (High / Low / Medium)
1.	Interpersonal skills to develop new relationships and maintaining them (Alumni, students, employers, staff & faculty) such as team work, listening skills, ability to ask questions and negotiate etc.	High
2.	Written & Oral Communication skills to express ideas and arguments, perusing for ideas and convincing people (in English and Urdu). Presentation skills are essential	High
3.	Data management skills using MS Office especially excel, database,	High
4.	Technology skills for managing websites and social media	High
5.	Planning skills to undertake a task through a properly thought-out process and timelines	High
6.	Proactiveness and agility to take initiatives and meet with the evolving nature of work.	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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