

JOB DESCRIPTION

EXECUTIVE EDUCATION AND ALUMNI RELATIONS OFFICER

JOB DETAILS			
Position Title:	Executive Education and Alumni Relations Officer	Grade	
Department/Division:	Career Services and Co-operative Education		
Reports to:	Manager - Career Services and Co-operative Education		
Supervises:	None		
Last Updated on:	January 31, 2022		

Job Purpose

An energetic persistent “Executive Education and Alumni Relations Officer” (EEARO) to help boost growth and expand market share. The EEARO will conduct market research, contribute to developing EEARO strategies, build alumni and clients relationships, and identify new growth opportunities.

EEARO will maintain existing relationships, attract new clients, build solid relationships, handle a variety of projects, coordinate with various departments and report to the director of Outreach and Career Services.

EEARO is required to be organized, self-motivated resourceful, and look for new and creative ways to market the department services.

Main Duties and Responsibilities:

- Understand & familiarize with the university's vision and mission, and seek to accomplish EEAR set of goals and objectives.
- Conduct (under supervision) “market research/feasibility study” for better market understanding and identifying potential opportunities.
- Maintain & cultivate relationships with clients and alumni and Assist in the account management of EECC clients.
- Maintain, Collect & Collate client information in EECC database.
- Implement Business Development strategies, client service & retention, and analyze data to inform or update marketing strategies.
- Assist with drafting proposals, presentations, reference material, and other documents as required.
- Coordinate with other departments and externals to implement programs and courses up to clients’ expectations.
- Develops and coordinates projects to promote alumni relations and EE programs designed to connect alumni.

- Periodical surveys of alumni employment
- Communication of new jobs and graduate opportunities/ candidate matching in coordination with coop coordination.
- Plans, coordinates, and attends events, meetings, or other activities required for department and services growth.
- Coordinates and produces reports, recommendations and analyses for management, to set budget, activities and events.
- Collaborates with other office staff on alumni engagement opportunities and programs such as workshops, seminars, recruitment and other loyalty programs.
- Identifies, cultivates, and host alumni and volunteers.
- Coordinates and trains volunteers who work on events, projects and programs.
- Performs miscellaneous job-related duties as assigned.

Required Minimum Qualifications

- Bachelor's degree from an Accredited University in Marketing, International Business, Education or related fields.
- proven track record in generating and maintaining industrial relationships. Master degree is a plus. Experience with student services is a plus.
- Strong interpersonal skills with the ability to engage effectively with clients, staff, and management.
- Ability to handle multiple projects concurrently and meet deadlines.
- English Language Fluency, fluency in at least one other language is preferred.
- Excellent written and verbal communication skills, Student-centered approach, attention to details, creative, and strong problem-solving skills are essential.
- Advanced organizational, planning and multi-tasking skills
- Ability to represent the institute in a professional manner
- Technical Competencies: Microsoft Office: Word, PowerPoint, Outlook, Excel

APPLICATION PROCEDURE:

Please email your application to careersdubai@rit.edu and include the following items in your application:

- Subject line must include the source, your name and position you are applying for;
(Mr. John Smith – Executive Education & Alumni Relations Officer)
- Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements
- Resume or curriculum vitae
- Contact information

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted. For more information please visit RIT Dubai website at www.dubai.rit.edu.