

**Designation:** Alumni Officer

**Department:** EDC

**Qualification:** Bachelors' Degree in Marketing

**Experience:** Up to 2 to 3 years' relevant experience

**Job description:**

1. Develop Alumni relations

- Ensures maintaining alumni relations and build and enhance relationships with graduates through regular communication, with at least 10 telephone calls a day, regular emails and ensure accessibility of alumni link to the alumni network for updates related to movements and revised contact details.;
- Organize Alumni meet-ups and alumni advisory boards (program-wise)

2. Data Management of CS, Mechatronics, Bio Science and Public Health Alum

- Ensures improved usability of the 'Alumni Database' in consultation with the Manager EDC, Head of Academic Services and Zab Solutions.
- Identifies and turns inactive alumni profiles into active contacts.
- Assists in planning and conducting an 'Alumni Survey', on an annual basis.
- Maintains and makes efforts to enhance the quality of alumni database

3. Ensures SAGA registrations; develops and manages contact with the members of the SZABIST Alumni Global Association.

4. Sponsorships, placements, trainings and program marketing

- Assists in getting sponsorships for EDC events using the alumni contacts.
- Develops leads for scholarships, sponsorships, training and placement opportunities from among Alumni contacts.
- Develop corporate deals for alum

5. Managing social and digital media presence

- Manages the alumni pages on Facebook and other social media.
- Ensures updating timely information on the alumni website and alumni e-group.

6. Liaises with the Alumni on behalf of EDC for arranging Alumni representation in 'Mock Interviews' and Ambassador Shows.

7. Events:

- Alumni Reunion
- Organizing Alumni Reunion including arranging the program, making all arrangements, invites etc.
- Convocation Committee
- Represents the EDC department in the 'Convocation Committee'.
- Responsible for compiling all registration of convocation data, its verification from Records Department, provision of the same to the

Administration Department, issues invites for the Convocation to the graduating students.

8. Handles all communication and coordination with the Alumni with respect to the SZABIST Alumni Global Association.

Interested candidates can forward their resumes at [zabhr@szabist.edu.pk](mailto:zabhr@szabist.edu.pk) latest by **August 21, 2022**.