

ALUMNI RELATIONS ADMINISTRATOR (4-month contract) BUSINESS DEVELOPMENT UNIT (BDU)

GRADUATE SCHOOL OF BUSINESS

In supporting the GSB vision and mission, our Business Development Unit (BDU) is seeking to appoint a suitably qualified person to the position of **Alumni Relations Administrator**. This position will be responsible for the administration and coordination of events and communication to alumni, for the GSB.

Reporting to the Alumni Relations Manager, this role will be responsible for:

- Serving as an ambassador of the GSB to the student, alumni and other communities
- Responsible for logistics of all reunions, alumni events, alumni chapters, alumni board meetings
- Full responsibility for events management of all alumni events
- Collaborating closely with colleagues in the BDU, the greater GSB and UCT communities
- Upload content to the Alumni Social Media pages and newsletter

EXPERIENCE REQUIREMENTS

- Understanding current technologies and the use of applications for organizational processes
- Excellent written / verbal communication skills including production of complex reports for different audiences
- Experience of collaborating with a range of stakeholders and building relationships
- Highly effective planning, scheduling, time management and follow-through skills required in order to coordinate and implement alumni events, while providing service to both alumni and students' in a fast-paced work environment.
- Must be willing to work evenings and weekends as required

The successful candidate will need to have:

- Relevant tertiary qualification or BTech in Public Relations or Marketing.
- At least 2 – 4 years' experience working in the Higher Education sector while working closely with post graduate and masters' students.
- Familiar with the business school market is an advantage.
- Minimum of 1 year experience in alumni relations is ideal.
- Strong event management experience of the entire life cycle of an event is advantageous.
- Strong verbal and written communication skills required.
- Proficiency in Microsoft (e.g. Word, Excel, PowerPoint and Outlook), Social Media (e.g. Facebook, LinkedIn) and digital platforms (e.g. Dropbox, Google Drive).
- Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment.
- Must have excellent interpersonal skills.
- Proactive problem prevention and issue resolution ability.
- Ability to work independently and as part of a team.

The post is a four month contract. The COE will be R15 000 per month.

To apply, please visit <http://www.gsb.uct.ac.za/workforum>, click on blue box "View all jobs", follow the brief registration process at the bottom of the advert and submit the following:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter motivating your application
- Curriculum Vitae (CV)

Telephone: 021 406 1911

Website: www.gsb.uct.ac.za

Reference number: E80213

Closing date: 23 February 2018

Please ensure the title of the role is indicated on the application form. An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted.

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>

UCT reserves the right not to appoint.