

## We're looking for:

Position Title	Officer – The Career Centre
Department	The Career Centre
Job Code	HR-39-2022

### Job Description

Plan, manage and support programmes and projects necessary to developing and enhancing a successful culture of alumni engagement among recent graduates and alumni populations with the goal of providing services and benefits to SUAD alumni and developing relations between alumni and the University.

#### Key Responsibilities:

- Propose high quality programs and develop services and opportunities for SUAD Alumni as per the Strategic Plan of Sorbonne University Abu Dhabi (SUAD) and in coordination with the Section Head of The Career Centre,
- Under the direction of the Section Head of The Career Centre, develop and implement a comprehensive alumni engagement plan for engaging recent graduates, alumni and the student population, which shall include:
  - A strategic alumni outreach plan and activities
  - An alumni benefits and services programme
  - An annual communication plan with alumni
  - An action plan to closely work with alumni employers
  - An alumni orientation programme designed to help with the transition from students to alumni.
  - Create opportunities for alumni to connect with each other and link alumni with current students.
  - To cultivate current students as future and engaged alumni plan
  - To promote the Alumni Council of Trustees as the University centralised organisation for alumni relations
  - Develop and implement an annual calendar of alumni events that raise the visibility of the alumni association and the University.
- Develop a range of off and on campus networking events which are aligned to graduates interests and create opportunities to further engagement with the University.
- Identify and launch programs providing a benefit or a service to alumni to cultivate volunteers and donors and generate incomes for the alumni association.
- Support a dynamic alumni mentoring programme that provides opportunities, training and recognition.
- Prepare, update and conduct annual alumni survey and follow-up with alumni on questionnaire progress
- Coordinate students and alumni career activities, facilitate and manage logistics to ensure participation of students in events organised either by SUAD or by external organisations
- Develop and drive a corporate sponsorship programme for organisations (and promote the SUAD donors programmes to generate income).
- Create a plan to increase attendance of recent graduates at alumni events and define metrics for success.
- Evaluate alumni programmes and events for customer satisfaction
- Populate and maintain the SUAD website in order to promote the alumni community
- Manage the Alumni portal (create posts, updates, news, offers to alumni, etc.)
- Develop contents
- Inform alumni of campus resources, programmes & activities
- Promote alumni members, career paths and success stories
- Manage social media (sorbonne.ae, LinkedIn, Instagram in cooperation with The Alumni Council).
- Assist in the design and development of leaflets to promote services to alumni in collaboration with the Corporate Communications Department

## We're looking for:

- Development of an integrated communications strategy to:
  - Profile rising/emerging leaders and senior alumni business leaders
  - Capture compelling stories to help SUAD recruit future students
  - Develop content for communications and leverage social/web platforms (Sorbonne.ae, alumni portal, social media links – Instagram, LinkedIn) to engage alumni
  - Maintain and update alumni database, collect data for reporting, using database applications, handling incoming mails.
  - Provide alumni with job opportunities, career development programmes and career mentoring.
  - Collaborate with the Officer in charge of the communication & events to create and manage alumni registrations on JobTeaser, create alumni posts and collect feedback
  - Launch an alumni mentoring for students and ensure follow-up
  - Develop a range of career development workshops and mentoring sessions designed to enhance graduates skills and employability.
  - Organise and manage the Alumni Council of Trustees elections every two years (election agenda, election guidelines, voting platform, etc.)
  - Coordinate with the Alumni Council of Trustees to implement alumni programmes and activities
  - Develop and launch a corporate sponsorship programme for organisations (and promote the SUAD donors programmes to generate income).
  - Conduct the annual graduates destination survey (GDS and LGDS)
  - Analyse alumni raw data, produce a statistical report and issue an annual findings' report with numbers, recommendations and action plan.
  - Prepare the annual budget for alumni engagement plan and activities, find external resources (alumni event sponsorship, in kind, training, etc.)
  - Identify vendors, venues, request quotations and negotiate prices in collaboration with the Procurement Department
  - Maintain and develop collaborative relationships with different SUAD departments and meet the needs of all constituencies with regard to joint activities and departmental initiatives involving and promoting alumni (Open Days, Orientation Week, Alumni Talks, Graduation Ceremony) such as:
    - Admissions and Registrar
    - Student Affairs
    - Communication Department
    - Academic Departments
    - Student Council
- Follow TCC policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner
- Maintain and update relevant sections of the Manual of Policies and Procedures of The Career Centre pertaining to alumni relations and activities.
- Update and revise operational records
- Update and revise alumni elections documentation
- Prepare annual activity report for own area of work as required in a timely and accurate manner to meet SUAD and department requirements, policies and standards
- Conduct annual graduates destination surveys (ADEK – MoE)
- Establish statistical reports following surveys
- Maintain and update permanent records of alumni, effective placements and related data.
- Perform other related duties or assignments as directed by the Line Manager

## Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

### Minimum Qualifications:

- Bachelor's degree (ideally specialised in communications, public affairs, marketing and/or international relations)
- Master's degree preferred
- With a significant experience in alumni relations, public relations, development, special events, public affairs, relationship management or related field or an equivalent combination of education and experience.

### Minimum Experience:

- Minimum of three to five years relevant experience in public relations (in particular alumni relations management), strategy, project management, and/or fundraising with demonstrable success of organising high-quality events and managing communications within a wider strategic framework
- Knowledge and experience of the Higher Education sector
- Gulf region experience required: demonstrating an understanding of the culture and local work structure

### Job-Specific Skills:

- Relationship-building skills and a proven ability to maintain a network of internal and external stakeholders
- Strong project management skills
- Ability to create strategic frameworks and effective actions plans.
- Strong interpersonal, verbal and written communication skills
- Excellent organisational skills
- Strong reporting and presentation skills

### Languages :

- English, French and Arabic ideally

### Additional requirements:

- Strong analytical, IT and administrative skills including experience in database manipulation
- Occasionally the need to attend events taking place "out-of-hours", normally by prior arrangement, for which time off in lieu can be claimed.
- Liaising with counterparts at peer institutions to ensure that the SUAD's alumni relations programme follows best practice

## Conditions

NA

## Grade

6

## Package Details

NA

## How to apply

<http://www.sorbonne.ae/vacancies/>

## Application Closing Date

13 Sep 2022