



Requires

Research Assistant – Alumni & External Relations Office

Role Description: The Research Assistant in Alumni & External Relations will play a pivotal role in supporting and enhancing the engagement of alumni and external stakeholders with our institution. This role entails managing various initiatives such as global alumni meetings, career accelerator programs, lecture series, and maintaining an up-to-date alumni database. The ideal candidate should possess strong organizational, communication, and research skills, as well as a proactive approach to fostering meaningful connections within the alumni and external relations community.

Job Profile

- Plan, organize, and execute alumni gatherings, ensuring a memorable experience for all attendees.
- Collaborate with various teams to develop event strategies, including logistics, invitations, and content.
- Assist in the planning and execution of career-focused programs aimed at alumni and students.
- Regularly update and maintain the alumni database, ensuring accuracy and completeness of records.
- Develop and maintain effective communication channels to engage alumni and external partners.
- Assist in the creation of newsletters, social media updates, and other communication materials.
- Analyze data related to alumni engagement and make recommendations for improvement.
- Provide administrative support as needed and maintain documentation related to alumni and external relations initiatives.

Additional Details

- The selected candidate is expected to be present at the office for a regular office timing.
- He/she is required to coordinate with the Alumni office staff, and the student body.
- The Research Assistants (RAs) will provide support in all tasks and activities related to the Alumni Office.

Skills/Requirements:

- Bachelor's degree in a relevant field (e.g., Communications, Public Relations, Business, or a related discipline).
- Excellent organizational and project management skills.
- Strong written and verbal communication skills.

- Proficiency in database management and data analysis.
- Ability to work collaboratively with diverse stakeholders.
- Proactive attitude and ability to work independently.
- Experience in event planning and coordination is a plus.
- Familiarity with alumni relations and fundraising principles is an advantage.

Educational Qualifications: Candidates with a graduation degree.

Compensation: Compensation will be commensurate with the qualification and experience.

Tenure of the appointment: This appointment is initially for 1 year.

Location: The selected candidate will be working from IIM Ahmedabad campus.

Mode of application: Interested candidates can fill the [google form](#).

Candidates who have been shortlisted will be invited for a telephone or in-person interview.

Last date to apply: 20th February 2024.