

## **Temporary Post of Alumni Relationship Manager at IIT-Delhi**

### **Advertisement No. 08/2016**

The Detailed CVs are invited for the following temporary post at Indraprastha Institute of Information Technology, Delhi (IIIT-Delhi), a State University created by an Act of Govt. of NCT of Delhi:

1. Alumni Relationship Manager : one (01) post

**Employment type:** One year contract, renewable every year based on performance for maximum period of three years.

#### **Qualifications and Experience:**

Post graduate degree with through 60 % marks along with 3 years of relevant experience.

#### **Desirable:**

Post graduate degree in Management and an undergraduate degree in Science/Engineering/IT would be desirable.

**Age Limit:** 40 years.

**Pay & Perks:** This is purely a project position. Consolidated salary of Rs. 43,200/- will be paid. Addition to this, Rs. 1000/- as other perks, as approved from time to time.

#### **Main Responsibilities:**

- Managing alumni relations – organize get together and other events, maintain contact information, gather information, and work with communication office for brochures and fliers, adding alumni stories
- Manage Alumni website/portal, social media properties, and drive alumni engagement through them.
- Facilitate alumni visits and other engagements
- Alumni award program, identify alumni representatives for committees like senate.
- Alumni mentorship programs for students of IIIT-D
- Arrange alumni meetings when faculty visit other cities

#### **Additional Responsibilities:**

- Develop and maintain good relations with industries – organize industry meets, work with faculty to find opportunities for collaborations, work with placement office to invite companies for placement/internships, etc.
- Any other responsibility in the domain of external relations as assigned from time to time.

#### **Skills Required:**

- Good Communication skills.

- Networking capabilities.
- Digital Marketing
- Self Motivation
- Database Management

**General Information/Condition/Instructions:**

1. The appointment will be on temporary basis (initially one (01) year contract will be given) which may be renewable on the basis of performance.
2. Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview. In case of number of applications received, the institute may adopt criteria as decided by constituted committee for shortlisting the candidates.
3. Age & experience will be calculated as on closing date.
4. Qualifications/Experience/Age may be relaxed for exceptional candidates.
5. The institute also reserves the right of rejecting incomplete, any or all applications without assigning any reasons thereof.
6. The institute reserves the right not to recruit against any or all the posts.
7. The deserving candidate may be offered higher pay.
8. The selected candidates will be expected to join within one month from the offer of appointment.
9. Candidate may specify the category they belong to and attach documentary proof for the same at the time of interview.
10. Shortlisted candidates will be informed for interviews through e-mail only.
11. The information received will be accessible under RTI Act only up to six months from the date of closing.
12. No Hard copies are to be sent.

**How to apply:**

The interested candidates may send the detailed CV in the below given format only through email to [registrar@iiitd.ac.in](mailto:registrar@iiitd.ac.in) & [admin-hr@iiitd.ac.in](mailto:admin-hr@iiitd.ac.in) with subject “Post of (Name of post)” at IIIT-D” latest by **February 13, 2017**.

(Acting Registrar, IIIT-Delhi)

**Note:** The resume should have the following sections. The applicant can add other sections too, if they think they provide significant information about them.

1. Name of the applicant
2. Date of Birth
3. Category (General/ SC/ST/ OBC/PH)
4. Post applied for
5. Source of information for the post
6. Education Details:

Level	Qualification	Specialization	Institute/University	Year of Passing	% of Marks	Mode (Regular/Corr.)
PG						
Graduation						
12 <sup>th</sup>						
10 <sup>th</sup>		NA				

6. Work experience (Briefly describe roles and responsibilities for each):
  - Total Relevant experience.
  - Start with the most recent employment
  - List employer name, site of posting, duration of employment, job title, key responsibilities and achievements
7. Professional activities (optional)
8. References
  - List names of at least three referees, who can testify your work experience, skills, achievements, and personal integrity.
  - Provide their names, current designation, current employer, location, e-mail addresses, and landline or mobile phone numbers
9. Contact details: Postal address, e-mail address, and mobile phone number.

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