JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Position:</th>
<th>Alumnae Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit:</td>
<td>Center for Career Development and International Programs (CDIP)</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Head of CDIP</td>
</tr>
<tr>
<td>Start Date:</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>Direct Reports:</td>
<td>N/A</td>
</tr>
<tr>
<td>Application Deadline:</td>
<td>February 19, 2020</td>
</tr>
</tbody>
</table>

Position Outline:

We are looking for an experienced, committed, creative and resourceful candidate for the post of Alumnae Coordinator who will help CDIP to support the career development of AUW students and graduates and build the University’s reputation and partnerships.

Working to the guidance of the Head of CDIP, the Alumnae Coordinator will have primary responsibilities to:

- Organize the collection and integration of alumnae data.
- Support other aspects of the development of alumnae activities in line with the grade of the post.
- Assist students and alumnae with the provision of careers information, advice and guidance.

The candidate must be socially adaptable as the environment in which we operate is very diverse and multicultural. S/he should have exemplary counseling, training, listening, analytical and organizational skills.

Position Particulars:

- Support the Head of CDIP, helping to ensure the delivery of high quality services, in line with the university’s strategy and operational plans.
- Maintain comprehensive alumnae records, collecting data through regular surveys, individual and group outreach, the use of social media and other methods.
- Help build a strong alumnae community and alumnae support for the University.
- Co-ordinate communications with students and alumnae and their participation in AUW promotional activities and events.
- Help the University to demonstrate its impact on society by tracking the careers of AUW graduates.
- Support the delivery of academic initiatives such as internships, study exchanges, and workshops.
- Assist with the delivery of professional development, training and coaching of graduates and students through group and individual support and job search techniques.
- Maintain effective communications with graduates and students, faculty and staff and other external stakeholders.
- Perform other functions as necessary or as assigned by the line manager.
Qualifications and Experience:

**Essential**

- Bachelor’s degree from a regionally accredited university with minimum 2 years’ relevant experience in similar roles in alumni affairs or career services.
- Must have strong fluency in English (both oral and written).
- Experience of working in a multicultural setting with excellent communication and presentation skills.
- Excellent interpersonal skills and capacity to build constructive partnerships and to engage in effective teamwork.
- Must be able to represent the University in a professional manner and to communicate effectively and persuasively.
- Understanding of the principles of marketing and sales experience for brand building, promotion and outreach.
- Excellent time management and project management skills with the ability to work on multiple tasks.
- Knowledge of career development needs and aspirations of students and graduates.
- Ability to use discretion when dealing with confidential matters.

**Desirable**

- Sound experience of working in South Asia and the South East Asian region would be an advantage.
- Expertise in the use of technology in marketing would be an advantage.

**To Apply:**

Interested applicants should send their CVs along with Cover Letter detailing how their qualifications, skills, abilities and experience meet the specific requirements of the role, as outlined in the job description and two references (Name & Contact Information) addressing to Assistant Director of HR & Services through E-mail: at hrd@auw.edu.bd, **Please mention the position applied on the subject line.** Only short listed candidates will be contacted. Review of applications will begin immediately.