



**Indian Institute of Technology Gandhinagar
Palaj, Gandhinagar, Gujarat – 382055**

Date: August 2, 2024

Advertisement

Applications are invited for contractual position of Program Assistant II, Alumni Relations, IIT Gandhinagar.

Project Title	Alumni Engagement
Name of Post	Program Assistant II
Discipline/ Department	Alumni Relations
Number of Vacancies	2
Consolidated Monthly Pay Range	Rs. 35,000 – Rs. 55,000
Essential Qualifications & Experience	1st Division or equivalent in bachelor's degree, Higher Secondary (12) \geq 55% and Matriculation (10) \geq 60%, with at least two years of relevant professional experience.
Desirable Experience	Experience in fundraising, public relations, and public engagement.
<ol style="list-style-type: none">1. Communications:<ul style="list-style-type: none">○ Draft and distribute IITGN alumni newsletters, invitations, and other communications.○ Maintain and update alumni contact information in the database.○ Assist in managing IITGN Alumni relations social media accounts and website content related to alumni relations.2. Database Management:<ul style="list-style-type: none">○ Update and maintain the IITGN alumni database with accurate and current information.○ Generate reports and lists for targeted communications and events.○ Ensure data privacy and confidentiality in accordance with organizational policies.3. Alumni Relations Support:<ul style="list-style-type: none">○ Provide administrative support to the Alumni Relations team.○ Handle inquiries from alumni via phone, email, and social media.○ Assist with budget tracking and financial reporting for alumni-related activities.4. Engagement Initiatives:<ul style="list-style-type: none">○ Support initiatives aimed at increasing alumni engagement and participation.○ Collaborate with other departments to identify opportunities for alumni involvement.○ Assist in recognizing and celebrating alumni achievements.5. Event Coordination:<ul style="list-style-type: none">○ Assist in the planning, organization, and execution of alumni events, including alumni reunions, networking events, and other gatherings.○ Coordinate event logistics such as venue bookings, catering, and materials preparation.○ Manage event registrations and provide on-site support during events.	
Tenure	1 year (may be extended based on periodic performance evaluation of the candidate)
Last date to apply	August 16, 2024
Documentation	Apply at Here