



# Malaviya National Institute of Technology Jaipur

(An Institute of National Importance under Ministry of Education, Govt. of India)

**J.L.N. Marg, Jaipur-302017 (Rajasthan)**

## **ADVERTISEMENT No. AES/MNIT/ESTT/2023/03 (Contract)**

### **Engagement of Alumni Relation Officer (purely on contract basis)**

MNIT Jaipur invites Applications for the post of Alumni Relation Officer purely on contract basis for an initial period of one year which can be further extended up to three years based on the performance of the incumbent. This post is purely on a contract basis and the applicant will not have any claim to regularization with MNIT Jaipur.

MNIT Jaipur offers a dynamic and supportive work environment, as well as opportunities for professional growth and development. The Alumni Relation Officer will be an important member of our team, helping to strengthen the institution's ties with its alumni community and support its mission.

#### **Eligibility Criteria:**

**Qualification:** Minimum of a postgraduate degree in areas such as Management, Computer Applications, Social Science, Business or Marketing.

**Experience:** At least 3 years' experience in alumni relations, marketing, or related fields.

**Age limit:** Maximum 40 years

**Salary:** Consolidated pay of Rs. 50,000/- per month. The Alumni Relation Officer so appointed shall not be entitled to any kind of allowance or accommodation facility e.g. Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, and Medical Reimbursement etc. No increment shall be allowed during the contract period.

**Leaves:** Leave rules applicable to a regular Government employee will not be applicable to this contractual appointee. However, a contractual appointee will be entitled to 8 days leave on pro-rata basis in a calendar year.

#### **Desirable Qualities:**

- Strong communication and interpersonal skills with a very good command over English. Proficiency in other languages is a plus
- Ability to work independently and collaboratively, and to manage multiple projects simultaneously.
- Familiarity with alumni relations software and databases
- Familiarity with digital marketing and social media platforms
- Experience in event planning and project management
- Polite demeanour and ability to handle alumni relations
- Accounting knowledge is desirable
- Prompt delivery of reports on time
- Persistent follow-up for the completion of work.
- Management and administrative skills with high punctuality, and skill in planning and organizing workloads



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- Holds responsibility on assigned tasks
- Working with team spirit and cohesiveness

## **Roles & Responsibilities:**

- Develop and maintain relationships with alumni
- Plan and execute alumni engagement events and activities, such as reunions, networking events, and career fairs.
- Create and implement strategies for alumni outreach and communication, including newsletters, social media, and other digital channels.
- Collaborate with other departments to ensure alumni are informed and engaged with the institute.
- Conduct research to identify and track alumni trends and interests
- Develop and manage an alumni database and keep accurate records of alumni engagement and contributions.
- Social media dissemination of information related to alumni activities
- Identify and cultivate potential donors among alumni to support the institution's development goals.
- Communicating the latest alumni news with the alumni, donors, and well-wishers.
- Collaborate with alumni and work with them during the donation process
- Reviewing the contract documents (Legal agreements) to understand Donor intent and reporting requirements.
- Ensuring appropriate return gifts to Donors
- Follow up for fund deployment with the accounts team and other arms of the Institute and follow up on project progress
- Sending fund utilization reports to Donors on a timely basis
- Liaising with MNITJAA and other organizations to ensure smooth flow of information.
- Monitoring renewal of agreements and follow up on payment instalments from Donor

**How to apply:** Application form may be downloaded from the website [www.mnit.ac.in](http://www.mnit.ac.in)

A copy of completed application is to be sent by mail to [registrar-office@mnit.ac.in](mailto:registrar-office@mnit.ac.in) and duly signed hard copy with relevant documents to endorse the claim in the application form to be posted at the following address:

**Registrar, Malaviya National Institute of Technology Jaipur**

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Last Date of submitting soft and hard copy of application: **07<sup>th</sup> August 2023**