

DETAILS FOR THE POST OF ALUMNI RELATIONS MANAGER

Application are invited from Indian national candidates possessing the below mentioned qualifications and experience for the post of **Alumni Relations Manager**. Candidates should forward application by hand/registered post/speed post on or before the prescribed date and time with complete bio-data as per the prescribed format, giving full details of educational qualifications and experience with attested copies of mark sheets/certificates and experience certificates etc.

Job Title	:	Alumni Relations Manager
No. of Post	:	01
Salary	:	Between Rs.40000 - Rs. 50000/- per month
Qualification	:	Postgraduate with first class with atleast 8 years of experience in administrative support functions such as relationship management role and/or in the similar nature of job preferably in corporate sector
Job Description	:	Given as Annexure 'A'
Appointment	:	on contract basis for one year initially, extendable upon satisfactory performance, for another term
Date/Time/Venue of Test/interview	:	Jan 27, 2021 at 09:00 am in the Computer Centre, PEC

Note:

1. The applicant will be responsible for the authenticity of information, other documents and photographs submitted.
2. The institute reserves the right to accept application at any time, and consider candidates of exceptional credentials. Qualification and experience may be relaxed by the Institute at any point of time for otherwise exceptional candidates.
3. Mere, possessing the prescribed qualification does not ensure that the candidates would be selected. The candidates will be selected on the basis of merit and performance in interview.
4. Candidates have to present for the Test/interview on the interview date with all relevant documents.
5. Applicants in employment (private, government or any other organization) are required to submit a "No Objection Certificate" from the employer at the time of interview.
6. Last date of depositing hardcopy of application form, complete bio-data as per the prescribed format with supporting documents **latest by: Jan 22, 2021** at the address: Dean Alumni, Corporate & International Relation, Punjab Engineering College (Deemed to be University), Chandigarh with subject prescribed as **"Application for the post of Alumni Relations Manager"** on the envelope.
7. The soft copy of application form along with complete bio-data as per the prescribed format with supporting documents also be sent to **email ID: deanalumni@pec.edu.in latest by: Jan 22, 2021.**
8. No correspondence whatsoever will be entertained from the applicants regarding for not being called for interview.

Qualifications & Experience

- Postgraduate with first class with atleast 8 years of experience in administrative support functions such as relationship management role and/or in the similar nature of job preferably in Corporate sector)
- Bachelors Degree with first class
- Proficient in Microsoft Office (Cloud based Office tools and storage, handling databases, Outlook, Word, Excel, and Power Point), Adobe Acrobat, and social media web platforms

Skill set required

- Time management and ability to meet deadlines
- Verbal and written communication skills
- Strong organizational skills and ability to multitask
- Strong IT and Interpersonal skills
- Problem-solving and decision making skills
- Strong organizational skills and ability to prioritize multiple tasks seamlessly with a strong attention to detail

Job Description

- Providing administrative assistance, such as writing and editing e-mails, and preparing communications on Dean's behalf
- May assist in writing and editing proposals and other written materials and running online campaigns
- Assist in managing Alumni portal, updating content regularly, handling Database of Alumni
- Content writer for Social Media Campaigns
- Maintaining comprehensive and accurate records
- Performing accounting duties for funds being raised
- Organizing reunions, catering services when necessary, scheduling, sending reminders, answering phone calls in a polite and professional manner
- Coordinate travel arrangements, prepare itineraries, plan logistics, and submit expense reports
- Assist in identifying, cultivating and engaging students, alumni, friends, donors and potential donors
- Coordinate event and program attendee database and create data reports to analyze event success
- Maintain confidentiality of sensitive information

**PUNJAB ENGINEERING COLLEGE (Deemed to be University),
CHANDIGARH**

Post Applied for Alumni Relations Manager

1. Name in Full (In Block Letters): _____

2. Father's Name: _____

3. Date of Birth: _____

4. Present Address: _____

Mobile No. _____

5. Permanent Address: _____

Mobile No. _____

6. Email ID: _____

7. Nationality : _____

8. Gender: _____

9. Academic Record (starting from 10th onwards):

Examination Passed	Board/ University	Year of Passing	Percentage of marks	Additional Information

(Please attach self attested photocopies of all certificates)

10. Previous Experience :

Designation	Name of the Organization	Kind of organization	Job Role

Affix a passport size photograph

11. Please describe your current job role:

12. Any other relevant information:

I hereby declare that all entries in this form as well as in attached sheets are true to the best of my knowledge and belief.

Signature of the candidate

Place:

Date: