

ALUMNI ASSOCIATION

Indian Institute of Technology Kanpur

Announcement for the Position of Office Manager/Head

The Alumni Association, IIT Kanpur invites applications with a CV for the post of Office Manager/Head, Alumni Office, IIT Kanpur. Applicants must be a postgraduate preferably with MBA degree and at least 5+ year of experience. The incumbent must:

- Be skilled in Microsoft Office tools (such as excel, word, ppt)
- Be knowledgeable and experienced in the use of social networking tools such as LinkedIn, Facebook, Google plus, Twitter.
- Have good oral and written communication skills.
- Have office Management Skills and ability to organize events.
- Be able to work in teams and manage a team.

Office Manager/Head works at the pleasure of the Alumni Association Board and directly reports to the Alumni Association Secretary and President.

Responsibilities include but not limited to:

- Managing the Alumni Office to achieve the Alumni Association's Objectives as outlined in its constitution.
- Quickly responding to the needs and requests of the Board of Directors of Alumni Association, alumni, and the institute.
- Maintaining the Alumni Association membership database
- Content writing for social media channels.
- Designing & content writing for newsletters, annual reports etc.
- Assist events such as Reunions and Award functions with IITK Development Foundation staff.
- To oversee liaison between the Alumni Relations team members and others in the Institute to ensure that there is effective communication with others on matters relating to alumni events, alumni group activities Awardsetc,
- Ensuring that the financial accounts are maintained by the Accountant.
- Working with Chartered Accountant so that accounts are closed annually on time.
- Working with students for enrolling them as members of the association.
- Supervising sale of souvenirs.
- Working with AA Board to organize Board meetings (mostly conference calls) and ensuring timely completion, distribution and hosting of minutes on the AA website.
- If needed, attending Alumni Conventions and programs and assisting chapters with their programs
- Ensuring timely disbursement and deposits of funds.
- Ensuring timely release of Newsletters, brochures, and other pieces of communication
- Writing minutes of the meetings, generating reports and providing data as requested by the AA Board

This is a one-year contract appointment with possibility of renewal every year based on performance. Salary will be based on qualification and experience.

**Interested candidates, please apply by post or email by 9th September,
2021 to the Secretary, Alumni Association**

Alumni Association office
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