THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research-enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of EdX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

POSITION DESCRIPTION

Position Title: Senior Alumni Officer
Organisation Unit: UQ Business School
Position Number: 3014420
Type of Employment: Full Time, continuing
Classification: HSC Level 6
UQ has an outstanding record of accomplishment in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11 billion+ (see http://unquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

UQ Business School’s mission is to cultivate courageous thinkers who empower future leaders to positively transform business and society.

The team of professional staff working at the UQ Business School prides itself on its collegial approach to working with all staff and students at the School, Faculty and University level. The individual staff members are highly motivated, accomplished and dedicated to providing a high level of service and favourable outcomes to all clients and stakeholders. If you join this team, you will be working in a supportive environment where personal and professional development are encouraged and you will be given every opportunity to excel.

To learn more about UQ Business School, please visit https://www.business.uq.edu.au.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-ug

DUTY STATEMENT

Primary Purpose of Position

The key responsibility of the Senior Alumni Officer is to build an active and engaged alumni community within Australia through signature engagement events and initiatives to enhance the reputation of the School and enrich the student and alumni experience.

Key Responsibilities

1. In alignment with the marketing operational plan, develop and evaluate an alumni engagement plan, incorporating strategies to recruit, engage and retain alumni and build stronger industry links as well as regularly report on results.

2. Coordinate ongoing alumni engagement events within Australia, targeting both current students and graduates, in particular working closely with the MBA cohort.

3. Work with the engagement team to identify industry contacts and build key relationships, facilitating sponsorship and partnership opportunities with UQ Business School

4. Regularly attend industry events and host alumni to further the initiatives of UQ Business School.

5. Work closely with the wider MBA faculty and Rankings team to deliver positive ranking outcomes for the School.

6. Work with central UQ and BEL Faculty Advancement teams to ensure coordination and alignment on alumni events and activities.
7. Manage alumni contact management protocols, processes and systems to ensure data quality is maintained.

8. In conjunction with the Communications team, coordinate relevant and timely alumni communications, such as e-Newsletters, LinkedIn updates, event invitations and feedback surveys.

9. Give presentations about alumni engagement with UQ Business School to student and alumni groups.

10. In conjunction with the Engagement team, manage, track and report on alumni engagement budget and prepare financial documents for processing orders.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- the [University’s Code of Conduct](#)

- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School

- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)

- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

- Working outside of standard hours of work to attend relevant industry, student and alumni events will be required as well as some domestic travel.

Organisational Relationships

The position reports to the Senior Manager, Marketing and Engagement.

**SELECTION CRITERIA**

1. Tertiary qualifications in Marketing, Event Management or a related discipline, with relevant experience in alumni relations or industry engagement.

2. Proven track record of managing complex industry engagement events, working with high profile speakers and personalities.

3. Exceptional business networking skills with the ability to effectively build relationships with senior management and industry professionals.

4. Demonstrated organisational and project management skills with an ability to work within time and budgetary constraints.
5. High level of computer proficiency with extensive experience using Customer Relationship Management (CRM) applications to maintain data integrity and produce reports.

6. Proven understanding of how to develop and distribute event communication campaigns using digital tools to support marketing strategies and maximise attendance.

The University of Queensland is an equal opportunity employer.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.