## Position Summary

The UNSW Division of Societal Impact, Equity and Engagement (DSIEE) leads UNSW’s efforts to make a positive and lasting impact on society, promoting equity and social justice and driving engagement activities that enhance UNSW’s reputation as a key contributor to society through its research, teaching, and community engagement.

DSIEE develops strong partnerships and influential relationships with key organisations, communities, government, and alumni to advance the University’s profile and reputation as a sector leader in societal impact, supporting a university-wide agenda to drive effective change and engagement.

As part of DSIEE, the External Engagement portfolio is responsible for social media, news and content, corporate marketing and communications, web transformation, events, venues and hospitality, development, alumni engagement and government, community, and diplomatic relations.

The Alumni Engagement and Communications Coordinator engages with graduates to build ongoing support and participation through fostering mutually beneficial relationships. They report to the Alumni Experience Manager and has no direct reports.

## Accountabilities

Specific accountabilities for this role include:

* In consultation with relevant staff and external stakeholders, coordinate activities for engaging with various university-wide alumni segments such as those graduates based overseas, or new graduates.
* Work collaboratively and productively with Alumni Coordinators based in faculties, ensuring that the university-wide alumni engagement strategy is implemented effectively, and that processes and protocols are understood and respected.
* Ensure all engagement activities are consistent with the UNSW alumni strategy and the divisions overall vision and goals.
* Work effectively with alumni and alumni representative groups, acting as relationship manager and key point of contact where required.
* Source and create content for use in alumni communications, and draft marketing material for alumni initiatives as required.
* Take part in Division of Societal Impact, Equity and Engagement activities and initiatives as required.

Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](https://unsw.sharepoint.com/sites/values-in-action) and the [UNSW Code of Conduct](https://www.gs.unsw.edu.au/policy/documents/codeofconduct.pdf).

* Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

Skills and Experience

* An experienced alumni relations, communications, marketing, or membership-services professional with at least five years of experience in the higher education, corporate, government or for-purpose sectors, or in an agency.
* A relevant degree and/or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
* Exceptional written communication skills.
* Strong engagement and stakeholder management skills including highly developed verbal communication skills.
* High level of attention to detail and demonstrated commitment to excellence in program and project delivery, as well as communications.
* Demonstrated experience in coordinating and sending printed and digital materials.
* Demonstrated ability to influence and garner support and commitment for projects.
* Excellent organisational skills and proven ability to show initiative and think creatively and independently.
* Proven ability to work collaboratively and sensitively with colleagues across a range of teams whilst coordinating multiple priorities.
* An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
* Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

* Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.