

Details

Area	Office of the Vice-Chancellor
Team	Deakin Advancement/ Alumni Engagement
Location	Geelong Waterfront Campus or Melbourne Burwood Campus
Classification	HEW 7
Manager Title	Manager, Alumni Engagement

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

Overview

Deakin Advancement aims to complement Deakin's vision to be a catalyst for positive change to benefit our students, staff, and the communities we serve. We build and maintain relationships with our cohort of over 350,000 alumni and facilitate generous philanthropic gifts to the University from our growing community of over 8,000 donors.

The Alumni Engagement team includes the following functions:

- Faculty Alumni Engagement, focussed on driving faculty specific strategies to build relationships with Deakin Alumni and build levels of affinity with Deakin.
- University Programs, responsible for the development and delivery of university wide programs and services designed to provide alumni with opportunities to give back to and remain engaged with Deakin long after they graduate.
- Advancement Engagement, responsible for providing program support and guidance to Advancement colleagues in the areas of content creation, impact reporting, web presence and other projects that interface with the University's Marketing and Communication functions.

The Coordinator, Alumni Engagement will focus on building and developing meaningful alumni programming to engage our network of alumni, increasing participation and moving alumni through the engagement pipeline.

Reporting to the Manager, Alumni Engagement the incumbent will:

- Distil the core issues from complex information and draw accurate conclusions and present logical arguments that address the core issues. Condense complex information and next steps into simple concise terms that others can understand.
- Draw on a diverse range of people, groups and resources to identify new ways of doing things and use knowledge of innovation principles to analyse current processes and practices.
- Establish and demonstrate a high level of learning, energy and commitment and welcome feedback from others and use this feedback to improve learning.
- Prioritise work and critical activities, evaluate progress, identify relevant solutions and select the most appropriate from the range of alternatives. Challenge existing processes by formulating creative and inclusive alternative solutions and benefits.
- Organize a series of engagement activities that foster strategic and sustainable connections with alumni, ensuring alignment with the overall alumni strategy
- Enhance recruitment, research partnerships, and student activities by actively facilitating alumni involvement and engagement. This includes mapping the student-to-alumni transition and identifying and implementing improvements in systems and communication processes.
- Identify situations in which change is needed and understand and communicate the reasons for the change. Implement change through appropriate channels and overcome obstacles to change.

Selection

- A relevant degree and/or an equivalent level of knowledge or a combination of education, training and/or minimum five years' experience in an engagement or similar role.

Position Description

Coordinator, Alumni Engagement



- Proven track record of coordinating strategic engagement programs or membership marketing programs and projects, with strong engagement and stakeholder management skills
- Excellent written and verbal communication skills and the ability to liaise effectively with various stakeholders
- Experience in delivering high-quality events and communications to support strategic objectives
- Demonstrated ability to influence and garner support and commitment for various projects
- Excellent planning and organisational skills and proven ability to take initiative and think creatively and independently to achieve optimal outcome.
- Demonstrated ability to work collaboratively with colleagues across a range of teams whilst coordinating multiple priorities
- Proven experience in project management and delivery of planned outcomes
- Demonstrated proficiency in establishing and expanding professional networks, with the confidence to engage and connect effectively with diverse groups of alumni, faculty, and industry professionals

Capabilities

- **Emotional Intelligence** manages emotions to positively influence behaviour.
- **Communicates** engages others through persuasive and influential communication.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Delivers Outcomes** creates clarity through governance, makes decisions that result in quality outcomes.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.

Special Requirements

- This position may require the incumbent to occasionally work outside business hours.
- This position may require the incumbent to travel from time-to-time within Victoria, domestic and/or international to attend conferences, events and to represent the university.
- This position requires the incumbent to hold a current Working with Children Check

Note The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.