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| **Position Title** | Alumni Engagement Coordinator |
| **Classification** | Level 6 |
| **School/Division** | Global Engagement Office |
| **Centre/Section** | Australian Consortium for In-Country Indonesian Studies |
| **Supervisor Title** | Consortium Director |
| **Supervisor Position Number** | 317245 |
| **Position Number** | 322416 |

**Your work area**

The Australian Consortium for ‘In-Country’ Indonesian Studies (ACICIS) is an innovative, non-profit, national educational consortium that was established in 1994 to develop and coordinate high-quality study programs in Indonesia for Australian university students. The consortium is coordinated by a national secretariat based at The University of Western Australia and governed by a National Reference Group consisting of senior Indonesian Studies academics representing all Australian states. The main objective of the ACICIS Secretariat is to oversee and administer the operation of ACICIS’ in-country study programs in Indonesia and to provide a central point of contact for ACICIS’ member universities.

**Reporting structure**

Reports to: Consortium Director

Dotted line reports to: Secretariat Coordinator

**Your role**

Under general direction and in consultation with the Secretariat Coordinator (SC), you will formulate and execute an annual plan and schedule of alumni engagement activities designed to meet the Consortium’s alumni and stakeholder engagement goals. These activities aim to meet the Consortium’s alumni and stakeholder engagement goals, thereby maximising the reputational capital from the consortium from the collective achievements of its 4,800+ strong alumni body.

**Your key responsibilities**

Formulate an annual plan and schedule of alumni engagement activities designed to meet the Consortium’s alumni and stakeholder engagement goals.

Coordinate the design and creation of compelling, high-quality alumni engagement communications that showcase the achievements, outputs and career trajectories of ACICIS alumni.

Continuously improve the reporting and creative showcasing of ACICIS alumni outcomes, achievements and publications via online and other media.

Ensure continuous and systematic updating of alumni contact data within the ACICIS alumni database.

Conduct routine gathering of quantitative and qualitative data regarding ACICIS alumni outcomes via the established survey instrument and/or other means, and reporting of this data through the annual publication of an ACICIS alumni tracer study report.

Initiate and collaborate on joint events and initiatives of common interest to ACICIS and its constellation of fraternal organisations in the area of Australia-Indonesian relations, Asian language education, ‘Asia literacy’, and Australian foreign policy in order to showcase ACICIS alumni.

Organise standalone ACICIS alumni-focused events or activities in key Australian capital cities and/or online.

Oversee the periodic renewal of alumni-focused areas of the ACICIS website and associated alumni platforms.

Perform other duties as directed.

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualification or demonstrated equivalent competency.

Substantial relevant experience in designing and implementing alumni outreach and engagement activities at an appropriate level.

Strong analytical skills and the ability to influence priority setting, allocation of resources, and long-term planning.

Highly developed written and verbal communication skills, including digital literacy and the ability to craft compelling messaging and effective communications for a diversity of audiences.

Sound project and event management skills, with demonstrated ability to deliver projects on time and within budget.

Experience maintaining and working with a customer orientated CRM database is desirable.

**Special requirements (selection criteria)**

Occasional interstate travel may be required.

Occasional travel within the state may be required.

Occasional weekend work.

Some after-hours work may be required.

**Compliance**

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

The University’s Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.hr.uwa.edu.au%2Fpolicies%2Fpolicies%2Fconduct%2Fcode%2Fconduct&data=05%7C01%7Cadrian.wilks%40uwa.edu.au%7Cd2aa1379b11d4d23da6808daa5b52c2e%7C05894af0cb2846d8871674cdb46e2226%7C0%7C0%7C638004494788378827%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ro9RJRnIO1RCAkoZ9YxXpslVjhVOLTZwcS%2FsBVP9ocs%3D&reserved=0)

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