

## Senior Alumni Officer

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<b>College/Division</b>	Division of the Chancellor and Vice Chancellor
<b>School/Section</b>	Advancement
<b>Location</b>	Hobart, Launceston, or Burnie
<b>Classification</b>	HEO6
<b>Reporting line</b>	Reports to Associate Director, Alumni Relations

### Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social, and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

The Advancement Office manages relationships and builds support through our inspirational network of alumni and friends, as well as our local, national and international communities, for the advancement and benefit of the University in its mission to address some of Tasmania's and the world's greatest challenges.

The Senior Alumni Officer will work closely with the University's five colleges to enhance alumni engagement qualitatively and quantitatively through opportunities to volunteer, provide advice and advocacy, attend events and make a donation, prioritising activities that meet the interests of alumni and support the University's strategic priorities. The postholder will be required to understand, articulate and facilitate internally and externally the ways in which current or new University programmes, initiatives and services can enhance the alumni experience.

The Senior Alumni Officer will be expected to work with a high degree of initiative and relative independence and can enjoy flexible working arrangements that meet the mutual needs of the University and the post holder.

**We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.**

### What You'll Do

- Work closely with the University's colleges to develop and implement three year rolling alumni engagement programs tailored to the strategic priorities of each college and the needs and interests of different alumni cohorts.
- Provide exemplary frontline customer service for alumni enquiries relating to expressions of interest for greater engagement with the University.
- Be the primary point of contact for college enquiries relating to alumni relations, assessing and responding to requests for e.g. data, new initiatives, approaches to alumni for speaking/student engagement.
- Identify and engage with alumni who have interesting and compelling career and/or life stories to share that can serve to inspire future generations of students and alumni.



- Manage the annual cycle of Alumni Awards.
- Draft copy for communications and marketing collateral (electronic and print) that supports alumni engagement priorities; keep the alumni webpages up-to-date.
- Contribute to the creation, planning and delivery of alumni programmes, initiatives and services, including online and physical alumni events and graduation ceremonies, attending out of hours when required to do so.
- Contribute to alumni committee, chapter and advisory group meetings as required.
- Apply an evidence-based approach to alumni engagement, putting in place appropriate monitoring and feedback channels to help shape future activities.
- Keep excellent records of alumni engagement by using the University's customer relationship management system for Advancement (Raiser's Edge); provide support and encouragement to college colleagues to do the same.
- Provide support to other activities undertaken in the Advancement portfolio when required to do so.

### **What We're Looking For (success criteria)**

- A passion for the value of graduates maintaining a life-long association with their alma mater.
- A degree educated individual with a genuine love of engaging with people, listening to their interests and experiences, and able to identify points of mutual value in the connection between them and the University.
- Demonstrated experience in providing a personalised experience when engaging with a mass audience, and the skills to balance the art and science of achieving this.
- Participation in developing and implementing initiatives designed to engage a stakeholder group, on time and on budget.
- Ability to deal with confidential information with tact, discretion and sensitivity.
- Keen attention to detail and evidence of highly developed administrative and record keeping skills. Evidence of expertise in using relationship databases will be highly valued.
- Excellent public speaking, presentation and written communication skills; ability to interact confidently with diverse audiences.
- A self-driven and compassionate individual who can use their own initiative to influence the successful delivery of team objectives and goals.

### **Desirable:**

- Experience of working in higher education; previous work in alumni relations will be advantageous.
- Use of Raiser's Edge to maintain and segment/extract data to achieve strategic goals.
- A current member of the UTAS alumni community.
- A strong professional network in the higher education alumni relations arena within Australia.

### **Other position requirements**

- Occasional intrastate and interstate travel

*The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.*



## University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused. For more information:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

<https://www.utas.edu.au/alumni>

