

VACANCY



ALUMNI RELATIONS OFFICER

CIDA City Campus, based in Johannesburg, is the first virtually free higher education institution in South Africa, offering holistic education to historically disadvantaged youth who would not otherwise be able to access higher education. Students at CIDA receive tuition scholarships and the educational experience helps them realize their personal, academic and financial aspirations. CIDA aims to transform these students into leaders of their communities who will help advance the socio-economic transformation of the country and the broader region.

Applications are invited for a position of Alumni Relations Officer.

POSITION PURPOSE

This Alumni Relations Officer supports the Alumni Relations office on a broad range of communications, events, special projects and administrative tasks that enhance the relationship between CIDA City Campus and its alumni.

The Alumni Relations Officer is responsible for the support and coordination of initial contact with alumni, and for coordinating inquiries to the Alumni Relations office. The position takes a key role in coordinating production of some events, maintaining the website and supporting other web based projects, and distributing emails and other relevant communication.

KEY RESULTS AREAS AND RESPONSIBILITIES

Alumni communications and support:

- Coordinate queries to the Alumni Relations office, providing timely and quality advice;
- Provide administrative support for Alumni relations staff, including travel arrangements, event support, correspondence and meeting coordination.
- Coordinate the payment and tracking of payments of expenses.
- Assist with general reception enquiries for the Development and Alumni Office as necessary;
- Handle confidential information in an appropriate manner;
- Distribute e-newsletters and other communications;
- Maintain subscriptions to *CIDA City Campus* monthly email newsletter and other mailing lists;
- Assist with the capturing and processing of alumni information and contribute to the currency and accuracy of the database;

Special Projects:

- Coordinate the Distinguished Alumni Award selection process;

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- Liaise and maintain contact with benefits suppliers and work to improve alumni benefits and privileges, eg. library, sport, short courses, CIDA City Campus club etc;

Event management support:

- Assist in the planning and production of local and international events run by the Alumni
- Relations office, including venue and catering bookings, preparation of guest lists,
- invitations, briefings, nametags and evaluations;
- Advise and assist CIDA and CIDA alumni association as appropriate with events planning;
- Contribute to the process of tracking and profiling alumni who attend events;
- Prepare and coordinate production of promotional materials and merchandise as required

General Administration:

- Provide support for the Head of Fundraising, Marketing and External Relations, Alumni Relations and Alumni Managers;
- Establish, maintain and update administrative systems and processes, including calendar management, databases and physical and digital filing systems,
- Ensuring accurate retrieval of information and the production of reports on all administrative activities;
- Process accounts and track revenue and expenses in coordination with Head of Fundraising and the CFO;
- Maintain privacy protocols and security over all information relating to CIDA and Alumni Relations activities.

Minimum requirements:

- 1.** A relevant tertiary qualification or relevant experience and some exposure to coordinating projects and events;
- 2.** Demonstrated interpersonal and customer service skills to enable effective management of inquiries to the Donor, Alumni and Community Relations office.
- 3.** Demonstrated ability to work under pressure, negotiate, set priorities and meet competing deadlines with a minimum of supervision, and to complete routine and more complex administrative tasks;
- 4.** Experience in current business (Word Office, Excel) and publishing software and experience using databases;
- 5.** Sound knowledge and experience of office procedures, databases and electronic messenger systems and procedures;

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6. Excellent organisation skills and the ability to work with a broad range of staff on varied events and special projects incorporating multi faceted tasks;
7. Sound written and verbal communication skills.

OTHER JOB RELATED INFORMATION:

- This position is based at CIDA City Campus and may require travel to other Campuses or entities and event locations around South Africa.
- It is expected that after hours work will be required from time to time.

To apply:

Applicants are requested to provide the following documentation in support of their application: A complete and updated Curriculum Vitae; a cover letter ,relevant qualifications, names and addresses/e-mail details of three contactable referees. The University reserves the right to appoint additional referees.

Enquiries: Ms. Elizabeth Moloï , Tel: (011) 833-8825, Fax: (011) 834-1471

Please Submit a covering letter and detailed CV to Ms. Elizabeth Moloï via e-mail: emoloi@cida.ac.za or per fax.

Closing date: 02 July 2010

CIDA City Campus is committed to equality, employment equity and diversity and appointments will be made in accordance with Employment Equity Policies.

Information about the University can be obtained from the website: www.cida.co.za

CIDA City Campus reserves the right not to make an appointment. Correspondence will be limited to successful candidates only. If you do not receive any response from us within two months from the date of this advertisement, please accept that your application was unsuccessful.