

Position Title	Alumni Engagement Officer
Group/Portfolio	Advancement
Classification	HEW 5
Position Number	00058418
Reports To	Senior Alumni Engagement Manager
Employment Type	Fixed Term

1.0 Position Purpose

To provide a vital role in producing and implementing programs and events that develop deep engagement with Griffith University Alumni and students and to deliver on the components of the University's Alumni Strategy.

2.0 Eligibility Requirements

- The occupant of this position will hold a relevant degree with relevant work experience, or an equivalent combination of relevant experience and/or education/training.

3.0 Key Responsibilities

- Contribute to the delivery and evaluation of activities to support the implementation of the Griffith University Alumni Strategy.
- Work with the Senior Alumni Relations Manager to pilot and evaluate new alumni and graduating alumni engagement opportunities.
- Effectively use systems, database, and marketing and communications tools to promote the delivery of the alumni objectives of the University, including social media and events.
- Be the key point of enquiry and provide excellent and responsive customer service and advice to, alumni wishing to connect with the University.
- Work to ensure best quality up to date records of Alumni and their interactions with the University.

- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall alumni engagement objectives of the University.
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Demonstrate the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 **Key Capabilities**

Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the 'Self' section of the [Capability Development Framework](#).