

Job Advertisement

Office of Development and Alumni Affairs (ODAA) is the single point of contact at the Indian Institute of Science for alumni, corporates and philanthropists seeking to support various initiatives at the institute. ODAA aims to build a vibrant community of alumni, friends, partners and well-wishers who seek to support the Institute's mission.

Positions Open

- Alumni Relations Officer (One position)
- Alumni Relations Executive (One position)

Educational Qualifications:

Master's degree in Engineering or Science or Management (MBA) after an undergraduate degree in Science/Engineering. Extensive familiarity with software such as MS Office.

Experience:

Required: At least 3 (Executive)/6 (Officer) years of experience in the corporate sector or academia on a similar role. Candidates from industry should have experience in interacting with a global customer base and those from academia should have experience in managing alumni relations in a University or Institute of national repute. Candidates should possess excellent verbal and written communication skills, networking skills and ability to organize events. This position might require travel to various locations.

Desirable Qualifications: Experience in (i) data mining methods (online/offline), (ii) coordinating logistics for large meetings, and (iii) engaging with industry leaders and high net worth individuals.

Age Limit: 50 years

Salary:

- Alumni Relations Officer: Rs 95,000 + HRA
- Alumni Relations Executive: Rs 60,000 + HRA

Notes

- These positions are full-time, temporary, and contractual.
- The contract is for an initial period of 1 year and may be renewed depending on IISc's requirement.
- The contract can be terminated at any time with one month's notice on either side.
- Benefits available to permanent employees of the Institute will not be applicable as these positions are contractual.
- Candidates will be short-listed based on their qualifications and relevant experience and interviewed at IISc Bangalore. Travel expenses will not be reimbursed.

Job Description: Alumni Relations Team

The Alumni Relations Team at ODAA is expected to perform the following duties:

- Assist in developing a vibrant alumni-IISc ecosystem.
- Develop and maintain systems, databases, web portal and social media account to connect with alumni.
- Network with alumni in Bangalore and other cities to build a vibrant system focused on assisting IISc with development plans.
- Organize alumni anniversaries, get-togethers, and follow-ups with alumni to develop partnerships with IISc.

- Coordinate the preparation of brochures, reports and newsletters for alumni engagement.
- Interface with alumni to channel their donations to IISc.
- Build and follow-up on alumni suggestions and references to non-alumni contacts and industry connect.
- Develop and maintain a database of “associates/friends” of IISc comprising project assistants, and attendees of short-term courses and proficiency courses at IISc.
- Identify key alumni/associates/friends in each industry/company/institution to help IISc raise funds for special projects approved by the Institute.
- Other tasks as assigned by the Chair, ODAA.

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