

Alumni Relations Intern

Choose/type an item or delete row.	Alumni and Development (www.strath.ac.uk/alumni/)		
Choose/type an item or delete row.	Marketing And Development Services (www.strath.ac.uk/mds/)		
Staff Category	Administrative and Professional	Reference No	AR Intern 2016
Reports To	Alumni Relations Officer (Marketing & Communications)	Grade:	3
Salary Range:	£16017 - £18212	Contract Type:	Fixed Term (12 months)
FTE:	0.34 (12 hours/week)	Closing Date	Monday, 13 June 2016

Job Advert

A student intern (one year paid work experience) is required to provide support to the Alumni Relations team at the University, with a particular focus on marketing and communications. The Alumni Relations team sits within the Alumni & Development department and works to build relationships and partnerships with alumni (former students), creating a loyal community which can support and advance the University's work. Further information about Alumni & Development is available on the University website: www.strath.ac.uk/alumni. The Alumni Relations Intern post is 12 hours per week and may occasionally involve evening / weekend work. We expect this role to start on the 1st August 2016.

Job Description

Brief Outline of Job:

A student intern (one year paid work experience) is required to provide support to the Alumni Relations team.

Main Activities/Responsibilities:

1.	Under instruction from the Alumni Relations Officer (Marketing & Communications) upload updates to the Alumni & Development webpages and online portal (Net Community).
2.	Contribute to the Alumni Relations social media plan, working with colleagues to come up with and develop ideas for use on our social media channels including posting messages regularly to Facebook and LinkedIn.
3.	Arrange campus tours requested by individual alumni / alumni groups.
4.	Provide support for events such as the International Students' Orientation (e.g. prepare information packs, event signage, badge, etc. and represent Alumni & Development at the event).
5.	Send welcome emails to new members of staff informing them about the role of Alumni & Development.
6.	Draft and send reconnect letters to lost alumni and where appropriate follow up with phone calls.
7.	Draft and send emails to alumni discount providers to check if their discounts are still valid and where appropriate follow up with phone calls.
8.	At busy times of the year, provide assistance with verifying alumni details and approving requests to join LinkedIn.
9.	Create and prepare data queries, data requests and mailings (email or postal) which support alumni relations activity across the University.
10.	Update alumni database with all activities relating to alumni programmes and events.

11.	Deal with general alumni enquiries as delegated to you by the Alumni Relations Officer (Marketing & Communications).
12.	Any other duties deemed appropriate by the Alumni Relations Officer (Marketing & Communications) or the Alumni Relations Manager.

Person Specification

Educational and/or Professional Qualifications (E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)	Essential/Desirable	Assessment Method
Must be a matriculated student at the University of Strathclyde for the 2016/17 academic year	Essential	Application/CV
Experience		
Experience or knowledge of marketing including planning, developing publicity materials and various communication tools	Essential	App/CV/Interview
Have an awareness of Alumni & Development	Desirable	App/CV/Interview
Job Related Skills and Achievements		
Strong IT skills with ability to use MS Office (Word, Excel, PowerPoint, Outlook) packages	Essential	App/CV/Interview
Strong organisational and planning skills with proven ability to successfully manage a project	Essential	Interview
Relevant administrative experience	Essential	App/CV/Interview
Have a proven track record of confidently working with social media via your degree or in previous employment (including Facebook, Twitter and LinkedIn)	Desirable	App/CV/Interview
Experience of using photography manipulation tools, e.g. Pixlr, Photoshop, etc.	Desirable	App/CV/Interview
Experience of using a content management system (website updates) and online databases [Please note: website and database training will be provided]	Desirable	App/CV/Interview
Personal Attributes		
Be able to work accurately, dependably and to follow instructions when required	Essential	App/CV/Interview/Test
Have strong verbal and written communication skills with proven ability to communicate professionally and courteously with a wide range of groups and individuals	Essential	App/CV/Interview/Test
Have excellent time management skills with proven ability to meet deadlines	Essential	App/CV/Interview
Other Relevant Factors		
Flexibility in working hours on occasion	Essential	Interview
Experience of dealing with confidential information	Desirable	App/CV/Interview

Application Procedure

Please apply for the role by providing a CV and cover letter. Please ensure that your cover letter refers to each of the points in the job description and person specification and make it clear how you could fit within this role.

If you are unsure how to structure your CV or cover letter, please take a look at these resources:

<http://www.strath.ac.uk/careers/apply/yourcv/writingeffectivecvs/>

Please submit your application by 9am on Monday, 13 June 2016. Applications submitted after 9am will not be considered.

Please submit your application via email to alumni-relations@strath.ac.uk with the subject title '**Alumni Relations Intern Application**'.

Interviews will take place on **Wednesday, 6 July 2016**. If you are unable to undertake an interview on this date, please state this on your cover letter. The start date of the internship is expected to be week commencing Monday 1 August 2016.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Carina Scott, Alumni Relations Officer (Marketing & Communications) (alumni-relations@strath.ac.uk / +44(0)141 548 4029).

Probation

Where applicable, the successful applicant will be required to serve a 6 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Interviews

Formal interviews for this post will be held on Wednesday, 6 July 2016.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

