

Alumni Officer

April - March, Part-Time, Voluntary

Aim

The role is to maintain and foster better relations between the Students' Association and its alumni. Students should gain a greater knowledge of how to use the expertise of alumni, and student access to alumni should be widened.

Key responsibilities

What you will be doing:

- Further the Association's strategic goal to "engage meaningfully with alumni"
- Oversee the execution of an annual Alumni Festival
- Serve on the Students' Representative Council and the Student Services Council
- Chair and recruit the Association Alumni Committee

How you will be doing it:

- Develop a long-term approach for the Association with respect to alumni engagement
- Liaise with the Association's subcommittees and affiliated societies to help them build connections with their alumni
- Liaise with the Development Office, Athletic Union, Association President, and other elected officers on alumni relations
- Maintain Students' Association LinkedIn account together with the Sabbatical Officers
- Liaise with the Careers Office to advertise their Alumni Insyte talks and Alumni Insyte talks

Useful skills or characteristics

- Creativity
- Good organisational skills
- Flexibility and logistical thinking
- Good communication skills and confidence
- The ability to work as part of a team

Skills you can expect to learn/develop

- Confidence and communication skills
- Increase organisational skills and flexibility
- Gain experience organising events and running meetings
- Develop a better sense of different parts of the University
- Improve time management skills.

Expected time commitment

On average, you will spend between 5 and 10 hours a week on this role. Some weeks will be more demanding than others.

Further questions

Please email the current holder of this post on saalumni@st-andrews.ac.uk if you have any questions about this role.