IITH/88/MS/ACR Positions/2024

Date: 07.02.2024

Call for applications in

Office of Alumni and Corporate Relations (OACR)

1.	**Name of post**	**Liaison Officer**
2.	Job Description	IIT Hyderabad one of the leading second generation IITs with a strong research and innovation culture. IITH believes in strong relationship between alumni and corporates. This includes developing and implementing various alumni engagement activities/programs and sustain positive relationship with alumni so that they can mentor, guide and inspire students. At the same time reach out to corporates for collaborations and at the same time create a sense of circularity in relationships. The relationship should enhance such that their loyalty, dedication, support and raise funds for IITH.
3.	No. of post	02
4.	Essential Qualification	i) Master's degree in any stream with minimum 65% marks (or CGPA/Grade of 7.0 or above) * from a recognized university. (*institute may set higher cut-off marks for the shortlisting, if the number of candidates is high) with a minimum 2 years of relevant experience or bachelor's degree with minimum 70% marks and a minimum of 4 years of relevant experience. Relevant experience is defined as follows a) business relationship management/ customer facing roles/ funds deployment / utilization report /other outreach activities b) must have good working knowledge of basic software packages like Excel, Word processing, Power point, or equivalent software and ability to handle database. c) Must have good proficiency in oral and written communication capabilities. d) Candidates with strong relationship building capabilities and ability to manage multiple tasks would be preferred.
5.	Desirable	• Ability to use CRM / ERP solutions for alumni database • To work with internal stake holders in deploying the funds effectively and can create utilization report. • Creative in developing attractive contents and newsletters, for constant engagement with alumni on periodic communications. • Ability to manage website
6.	Consolidated Pay	Rs. 55,000 /- per month + Rs 10,000 (variable bonus)
7.	Anticipated start date	1st March 2024
8.	Age	40 years (upper age limit) as on date of application
9.	Tenure of	Contract period of 11 months. However, candidate can be reengaged

	employment	for subsequent terms based on his/her performance and requirement of the Department/Institute.
10.	Mode of application	Online. Candidate is requested to visit IIT Hyderabad website and apply online through google form. https://forms.gle/25hxqhEahQxAsRRt6 (Candidates are requested fill above form online and upload full CV (with photograph), along with relevant documents) Application must be filled completely and correctly. Any deviation may lead to disqualification.
11.	Last date of application	14th February 2024
12.	Mode of selection	Online Interview
13.	Tentative date of interview	19th to 23rd Feb 2024 (Time will be informed through mail)
14.	Contact	Candidate may contact: Office of the Alumni and Corporate Relations (Email: dean.acr@iith.ac.in)