

## **JOB DESCRIPTION**

**Job Title:**      **Employability & Alumni Assistant**  
**Full-time post**

**Campus:**      **Mauritius Campus**

**Reporting to:** **Head of Co-Curricular Support Services**

### **Overall Purpose:**

The post holder will provide support to undergraduate and postgraduate students seeking career guidance and work experience, internship, and employment opportunities. She/he will work collaboratively with academic staff to establish and maintain a broad collaborative network of employers, professional organisations, and other stakeholders. She/he will be the first point of contact with Middlesex University Mauritius Campus alumni.

### **Duties:**

- To be the first point of contact for enquiries (by mail, telephone, email, and face to face) providing advice, guidance and information about specific events, advertising vacancies, placements and other services offered to students and employers by the Employability Service.
- To assist in producing resource materials including fliers and posters to promote events to students, graduates, and staff.
- To promote part time/graduate employment and event opportunities through all appropriate channels including the Job board and social media.
- To ensure all administrative and office-based activities associated with the role are coordinated and managed effectively for example booking rooms and catering, marketing employer events to students, graduates, and staff, producing information for students and companies and collating feedback about events from employers and students.
- To assist the Head of Co-curricular Support Service with a range of campus-based employer attended events such as careers fairs, employer skills workshops and presentations and roadshows.
- To work closely with the Head of Co-curricular Support Service to plan and deliver campaigns that will improve our graduate career outcomes, specifically for the post-15-month graduates.
- To assist the Head of Co-curricular Support Service in formulating and implementing a strategy aimed at improving the alumni engagement.
- To support the Head of Co-Curricular Support Service in coordinating and facilitating alumni events, including alumni reunions.
- To use social media platforms such as Facebook pages, Facebook groups, and LinkedIn groups, alongside strategic communication endeavours, to establish a continuous rapport with alumni, ensuring they remain well-informed, connected, and engaged.

- To coordinate alumni success and testimonials records, highlight alumni achievements and contributions through regular spotlights or testimonial campaigns.
- To maintain accurate alumni records and update the alumni database regularly to ensure the integrity of contact information and engagement history.
- To maintain and update the record and filing system of each alumni's employment and career status and progressions, alumni success stories and case studies.
- To represent the Head of Co-curricular Support Service whenever necessary, particularly during their absence due to annual leave or when they are attending external meetings. etc.

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.

## **PERSON SPECIFICATION**

**Job Title:      Employability & Alumni Assistant**

### **Selection Criteria**

#### **Essential Education/Qualification**

- A degree or relevant work experience at an appropriate level of seniority and impact in the sectors appropriate for the department.

#### **Desirable experience:**

- Understanding of the student journey to develop agile and modern initiatives to transform students' lives.
- At least five years' experience working in a British University in a student focused service.

#### **Essential skills:**

- Excellent written and verbal communication and negotiation skills including presentation and report writing.
- Excellent inter-personal skills as well as a passionate approach to delivering excellent customer service.
- Ability to form and maintain strong relationships with students, academic staff, and industry professionals.
- Good organisational skills and resourcefulness.
- Initiative and ability to manage priorities and meet deadlines.
- Excellent knowledge of IT technology, including word processing, databases and spreadsheets and web-based resources and interfaces
- Ability to work on own initiative with the minimum of supervision.

The above list is not exclusive or exhaustive and working as part of the Employability Service team. The postholder will be expected to work closely with all members of the team, provide cover and assistance when necessary, and participate within the team as requested in such areas as communication and general office organisation. Other duties and projects will be added as required by Associate Director Operations.