



# St Andrew's College

ESTABLISHED 1867

St Andrew's College  
University of Sydney NSW 2006  
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## POSITION DESCRIPTION

<b>Position:</b>	Alumni Relations Officer
<b>Reports to:</b>	Director of Advancement
<b>Hours:</b>	Full time role, with some after-hours and weekend work required
<b>Job Purpose:</b>	Provide logistical and administrative support for the College's friend-raising and fundraising activities in order to build and sustain positive College community relations. This position will have a focus on events, communications and other activities that assist the Advancement team in their outreach to the St Andrew's College Community (Alumni, Parents & Friends).

### Major Responsibilities:

#### *Alumni Communications*

- Responsible for planning and delivering regular communications to our community, including but not limited to:
  - o Coordinating and preparing articles for the biannual College magazine Blue & White
  - o Coordinating a bi-monthly e-newsletter
  - o Researching and preparing articles and content for the College website
  - o Researching and preparing articles for the Annual Philanthropy Report
  - o Creating all collateral for Fundraising Programs in line with the College's branding and desired messaging
- Collecting and reporting on alumni news, activities, honours and awards, and achievements
- Update Website, Facebook, LinkedIn regularly with Community updates
- Develop and deliver regular e-communications to the SAC Community via email software Campaign Monitor
- Assist the Marketing & Communications Officer in the redevelopment of the College Website

#### *Alumni Events*

- Work with the Director of Advancement to develop the annual calendar of events for alumni, parents and friends of SAC
- Manage events end to end for the SAC community and in support of the strategic fundraising programs

- Liaise with SACAS to assist with managing their events and initiatives
- Maintain all Advancement events in the College calendar & database
- Support the Regional & Rural Reunions & Schools visits program in cooperation with the Marketing & Communications Officer and the Principal's Office
- Prepare briefing notes on people attending functions
- Attend some events after hours as required, including occasional weekends

***Supporting the Fundraising Areas of Advancement***

- Assist the Director and the Advancement Office team with Fundraising communications for the Annual Giving Program and Campaign
- Assist the Director and the Advancement Office team with the Fundraising events such as the Bequest Club Lunch and Founders & Benefactors Dinner.

***General***

- Administrative and other duties as directed

**Key Selection Criteria:**

- Tertiary degrees in communication, marketing or other related field
- Experience in Communications and/or Marketing
- Experience in Event Coordination and Management (desirable)
- Experience in the educational and or tertiary educational sector is preferable
- Good oral and written communication
- High level of attention to detail
- Very good event administration skills
- Very good organisational and administrative skills
- Discretion and reliability for confidentiality in the conduct of alumni/community business
- Good interpersonal skills
- Ability to take initiative and work independently on events and projects
- Ability to work in a small team
- High level of competence and confidence in technology – databases, email, email software, social media, print and digital media

### **St Andrew's College Advancement Office:**

The Director of Advancement is responsible to the Principal for the College's alumni relations, fundraising and communication programs. She works with the Principal, Council, Management Committee, St Andrew's College Foundation and St Andrew's College Alumni Society to define and achieve the College's strategic vision and priorities.

The Alumni Relations Officer works closely on a day-to-day basis with the Director and other members of the Advancement Office team.

St Andrew's College is a co-residential college within the University of Sydney with a population of over 330 male and female undergraduates, resident Fellows and graduate residents.

St Andrew's enables students to get the most out of a University education – a combination of intellectual independence, academic support through mentors and tutorials, social development through involvement in the Students' Club, participation in a wide range of sporting, philanthropic and cultural activities and the formation of life-long friendships.

More information about St Andrew's College is available on our website:

[www.standrewscollege.edu.au](http://www.standrewscollege.edu.au)

### **How to apply**

Applications should be submitted as soon as possible to [applications@standrewscollege.edu.au](mailto:applications@standrewscollege.edu.au) and include a current CV and a cover letter clearly stating why the applicant believes that they are suitable for the role.