Murdoch UNIVERSITY
PERTH WESTERN AUSTRALIA

Alumni Officer
Alumni Relations

- **Full time, fixed term (parental leave cover) until March 2018**
- **Level H0607 | Salary range $74K to $89K and 9.5% employer superannuation contribution**
- **Ref: EN0167G01/201763**

The Alumni Relations office keeps in touch with Murdoch graduates by delivering communications (our e-newsletter and magazine Intouch) and hosting and sponsoring domestic and international events. Each year, we celebrate the achievements of the Murdoch alumni community in the Distinguished Alumni Awards, and raise funds for a scholarship to help final year students in our Alumni Annual Appeal.

The Role
The Alumni Officer is a key role within the Alumni Relations Team. The position has responsibility for developing strategic, long term relationships with individuals and groups of Murdoch Alumni through the organization of events and reunions. In addition, this position has responsibility for facilitating the Distinguished Alumni Awards program and Annual Alumni Appeal

For further information about this position, please refer to the Position Description.

Skills and Experience
- Completion of a degree with subsequent relevant experience in alumni relations or an equivalent combination of relevant experience and/or education/training.
- Extensive experience in planning and managing corporate events.
- Ability to work independently, take initiative and see projects through to conclusion
- An ability to undertake comprehensive research to source prospects for the Distinguished Alumni Awards.

Think Murdoch
This is a great time to join Murdoch. There are a multitude of opportunities and exciting projects that are presented by the State Government Activity Centre on our doorstep. The co-location of the New Fiona Stanley Hospital and the St John of God Hospital provide many synergies for our learning and teaching, research and community engagement.

To Apply
Murdoch University values workplace diversity, promotes inclusion, and strongly encourages applications from Aboriginal and Torres Strait Islanders, women, and individuals with disability. Applicants who have support or access requirements, are encouraged to advise this at the time of their application, to ensure the required assistance is provided.

Please visit http://jobs.murdoch.edu.au/ to view the Guide for Applicants and Position Description, here you will also find the online form to submit your application. Please note that emailed applications will not be accepted.

Closing date: 22 February 2017 (11:59pm)