**Alumni Coordinator**

**About Us**

Kaplan Australia is one of the world's leading providers of lifelong education, helping over one million students around the globe achieve their educational and career goals each year. While we provide a broad array of educational offerings through our programs, our commitment to providing unrivalled quality and great learning outcomes is consistent in each of our businesses.

**About the Role**

Kaplan Business School specialises in providing higher education programmes in business and accounting to international and domestic students.

The Alumni Coordinator is responsible for the establishment and ongoing development of Kaplan Business School’s revamped Alumni program. This role is responsible for developing and implementing the Alumni engagement strategy, as well as the supervision and evaluation of the Alumni program.

Key responsibilities will include:

* Develop and manage a comprehensive Alumni program that is aligned to the organisation’s strategic plan.
* Collaborate with internal stakeholders to fully engage all existing and future Alumni members.
* Build strong relationships and connections with key stakeholders across Kaplan Business School.
* Plan, organise and execute multiple Alumni focused events across Australia, working closely with the careers and student experience teams.
* Responsible for designing and implementing Alumni marketing strategies utilizing multiple digital channels.

**About You**

To successful applicant will be a positive and collaborative self-starter who thrives on building relationships and creating positive outcomes for others. You’ll have the opportunity to be creative, develop exciting value propositions internally and externally and be the driver of your own program. Having the ability to work autonomously whilst building a substantial network of connections will be essential to success in the role. It is a fantastic opportunity for someone who derives motivation from exciting and energetic working environments. This new role offers long term opportunities for genuine career development into highly sought after areas across the education space, event management, corporate relations and student engagement.

In addition the successful candidate will have:

**Essential:**

* Undergraduate degree in business or relevant field.
* Strong stakeholder engagement and interpersonal skills.
* Experience in event management.
* Strong administration skills with meticulous attention to detail.
* Professional communication skills, both oral and written.
* Team-work orientation, flexibility, and enthusiasm for change.
* Willingness and ability to travel.

It is a requirement of all Kaplan employees to complete a National Police Check and hold a valid Working with Children Check in your relevant state. All costs will be covered by the employer.

Our passion is helping students reach their goals through quality education. Joining our team, you'll thrive in a dynamic and customer focused work environment. If you think this role suits your previous experience then please forward your letter of application and resume.

Please click [here](https://applynow.net.au/jobs/KAP56/assets/8441038%20)to see position description.

For questions please contact us at careers@kaplan.edu.au

*Applications close on the 7th May 2018.*