



GRIFFITH COLLEGE

Job Title: Griffith College 50th Anniversary (GC50) Alumni Content and Digital Communications Coordinator	Reports to: Alumni Officer and President's Office
Location: Dublin South	Job Type: Fixed term 18-month contract (subject to probation)

Job Summary:

Join the celebration and help Griffith College mark its 50th anniversary.

Griffith College, Ireland's largest private third level college seeks to recruit a motivated, dynamic candidate to collate and oversee the development of a prizewinners' booklet (print and digital versions), to mark the College's 50th anniversary (GC50) which takes place in 2024. This key project role within the Griffith alumni team is ideal for someone looking for increased responsibility and the opportunity to grow the College's presence, engagement and awareness levels with a global network of over 40,000 alumni. This highly visible publication will form the cornerstone of the GC50 celebrations.

Reporting to the alumni officer and the President's Office, the successful candidate will have individual responsibility for delivering on agreed targets, but will also contribute to the overall growth objectives of the alumni office. They will develop and implement a comprehensive plan to identify, collate and deliver a dedicated booklet (print and digital versions) of all prize-winners at the college over the past fifty years. The person will also play a key role in the planning and development of broader initiatives and activities to support GC50.

Job Responsibilities:

- The collation, development and delivery of a prizewinners booklet (print and digital versions) for the College's 50th anniversary celebrations.
- Working with the alumni officer and President's Office, and the GC50 steering committee on specific alumni projects to mark the College's 50th anniversary.
- Identifying suitable alumni for podcasts, photoshoots, video testimonials and other promotional opportunities related to GC50.
- Assisting at alumni events at the College's four Irish campuses.
- Updating the College's alumni platform, www.griffithalumninetwork.com and [app](#), delivering on agreed growth targets for the site as directed by your line manager.
- Working with the alumni officer and the College's digital team to develop a strong, best in class online presence for the Alumni section of the College's website.
- Acting as a champion for alumni within the College.
- Establishing stronger links with College alumni to create PR, content and thought leadership opportunities.
- Working closely with the marketing teams in the College's Dublin, Cork and Limerick campuses to promote a strong range of alumni marketing activity.
- Any other reasonable duties assigned by your line manager



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Minimum Education/ Experience Requirements:

- Excellent content writing skills.
- Strong communication and project management skills, including the ability to work to tight deadlines.
- A good understanding of social media and digital marketing.
- Previous experience in an alumni, careers or industry links role is desirable.
- Good working knowledge of third level education is desirable.
- Relevant academic or professional qualification in journalism, communications or marketing is desirable.
- Must be legally entitled to work full time in Ireland for any employer.

Hours of work:

The College is recruiting for a full-time, fixed term 18-month contract.

About Griffith College

Established in 1974, Griffith College is Ireland's largest independent 3rd level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys national and a growing international reputation for student success. The College has gained an enviable, award winning reputation for providing students with first class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith college, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

Why work for Griffith College?

- Stunning historical premises on 7 acres of land.
- Competitive salary.
- Training and Development opportunities.
- Free parking facilities.
- Subsidised on-site restaurants.
- Hybrid-working opportunities.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College.

Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time for any employer in Ireland.