



GRIFFITH COLLEGE

Job Title: Alumni and Events Officer (Full-Time)	Reports to: Head of Marketing & President's Office
Location: Dublin South	Job Type: 2 Year Contract (subject to probation)

Job Summary:

Griffith College, Ireland's largest private third level college seeks to recruit a motivated, dynamic alumni and events officer. The alumni officer plays an important part in promoting the College's vision – empowering learners to achieve their career and life potential. This role 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.

The College will mark its 50th anniversary in 2024. The Alumni Officer will play a key role in the planning and development of initiatives and projects to commemorate this important landmark. Reporting to the head of marketing 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 College. They will develop and implement a comprehensive alumni marketing plan to drive awareness, engagement and industry links, using the College's online platforms and network of alumni and industry contacts.

The alumni officer will also work closely with the College's career and industry teams in Dublin, Cork and Limerick, identifying opportunities and synergies that exist between these complementary functions.

Job Responsibilities:

- Working with the President's Office on specific alumni projects to mark the College's 50th anniversary. This will form a core aspect of the role.
- Undertaking alumni events at the College's four Irish campuses and exploring opportunities for overseas events that recognise Griffith's international alumni network.
- The creation and implementation of an alumni marketing strategy to increase engagement with the College's global network of 40,000 alumni.
- Strengthening the College's links with industry through its alumni network, including alumni representation on Griffith's industry panels and forums.
- Overseeing the College's alumni platform, www.griffithalumninetwork.com and App, delivering on agreed growth targets for the site.
- Overseeing a junior project manager who will be working on the day-to-day compilation of a 50th anniversary book for the College.
- Developing sponsorship and donation opportunities with our alumni to support Griffith's outreach and charitable activities with local and disadvantaged communities.
- Working with 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 thought leader and champion for alumni within the College.



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- Establishing stronger links with College alumni to create PR, content and thought leadership opportunities.
- Identifying guest-lecturing opportunities for alumni on Griffith's academic programmes.
- Working closely with the marketing and international 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

Minimum Education/ Experience Requirements:

- Strong communication, networking and interpersonal skills.
- Experience of planning and managing events.
- Previous experience in an alumni, careers or industry links role is desirable.
- Good working knowledge of third level education is desirable.
- A good understanding of social media and digital marketing.
- Relevant academic or professional qualification in business 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 Alumni and Events Officer on a fixed, two-year contract. The balance of the workload will be approximately 75% on alumni activities and 25% on events.

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



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to work full-time for any employer in Ireland. We thank everyone for their applications, however, only candidates selected for interview will be contacted.