

## Alumni Relations Specialist

Anglo-American University (AAU), the oldest private university in the Czech Republic, announces a **search for the part-time position (32h/week) of Alumni Relations Specialist**.

The Alumni Relations Specialist plays a pivotal role in achieving strategic objectives of the Alumni Relations Office, which strives to promote the university's progress, acting as a link between AAU students and alumni.

The Alumni Relations Specialist plays a crucial role in engaging alumni, cultivating their support, and enhancing their connection to the institution. They are tasked with planning and executing alumni programs, events, managing communication channels and promotional content, as well as for any other initiatives that strengthen the bond between the institution and its graduates.

The Alumni Relations Specialist reports to the Manager of Student Experience and Engagement.

### Responsibilities:

- Develop and execute long-term alumni engagement strategies, including action plans and data analysis for effectiveness.
- Implement alumni engagement initiatives via communications, events, collaborations, and networking.
- Create and manage alumni communications, such as newsletters, website updates, and social media content.
- Create and gather alumni stories, testimonials, and media features.
- Plan and coordinate alumni events, including reunions, guest lectures, and professional workshops.
- Be the main contact for alumni relations and respond promptly to alumni inquiries and requests for information.
- Build relationships with faculty, staff, and external partners to enhance alumni engagement.
- Maintain accurate alumni data, ensuring alumni database and emailing lists are up to date.
- Collaborate on alumni initiatives with internal departments and serve as coordinator to the Alumni Council.

### Requirements:

- University Degree
- Excellent organization and communication skills
- Ability to work with people from culturally diverse backgrounds
- Experience with community engagement and event management

- Well-versed in online communications and copywriting
- Native or near-native English proficiency with strong interpersonal abilities

**We Offer:**

- A trusted, international workplace located in the exceptional Thurn-Taxis Palace in Prague 1
- Supportive and friendly team environment
- 5 weeks of paid vacation per year
- 5 paid sick days per year
- MultiSport card partially subsidized by the employer
- Flexible working hours
- One-hour lunch break included in the eight-hour daily working time
- Possibility to work from home occasionally
- Opportunities for personal growth, including taking AAU courses free of charge
- A monetary work anniversary bonus (3, 5, 10 years, and beyond)
- Discounts at nearby restaurants and with our partners
- Contract for one year with an option of an extension after one year

Interested candidates should send their **English CV and a cover letter** to Ivana Vrobel at [ivana.vrobel@aauni.edu](mailto:ivana.vrobel@aauni.edu). The **review of the applications will start after December 15, 2024\*** and will continue until the position is filled. The selected candidate is **expected to assume the role as soon as possible**, subject to mutual agreement. For more information about the University, visit the [website of Anglo-American University](#).

*\*Note: Please note that AAU will be closed for winter break from Dec 21 to Jan 5. Any inquiries received during this period will be addressed starting Jan 6, 2025.*