



EMPLOYMENT OPPORTUNITY Alumni Affairs Technician

ABOUT MARIANOPOLIS COLLEGE

Founded in 1908, Marianopolis is a private English-language college in Montreal specializing in pre-university education for about 2,000 students. A gateway to the world's top universities, the College's record of academic excellence, on-time graduation levels and university-acceptance rates into competitive programs is unmatched in Quebec.

As members of a close-knit community, Marianopolis employees have the opportunity to excel professionally and enjoy generous benefits as well as a stimulating environment associated with working at one of the province's premier post-secondary institutions.

POSITION

Title:	Alumni Affairs Technician
Reporting to:	Director, Student Recruitment and External Affairs
Classification:	Administration Technician
Category:	Support Staff
Status:	Permanent, full-time
Working Hours:	Weekdays, 35 hours
Annual Salary:	\$44,062.20 to \$58,822.40
Start Date:	As soon as possible

NATURE AND SCOPE

Under the supervision of the Director, Student Recruitment and External Affairs, the Alumni Affairs Technician is the primary liaison/point of contact with the College's graduates and supports the development and implementation of alumni engagement activities.

RESPONSIBILITIES

- Cultivates and maintains ongoing interactions and fosters engagement with alumni
- Identifies and engages with alumni, notably through social media, to support various institutional objectives, in particular related to student success, campus life, institutional advancement, and student recruitment
- Assists with the coordination of events and activities that connect alumni with each other and with the College community
- Acts as a host and main contact for alumni events on or off-campus
- Prepares invitations, guest lists and follow-up activities related to alumni engagement activities

- Compiles data to support activities and prepares various reports for management needs
- Maintains the alumni database
- Fulfills other duties as required

PROFESSIONAL ATTRIBUTES

- Outgoing demeanor and very strong interpersonal and communications skills
- Proven capacity for professionalism, tact, judgment, and discretion
- Strong organizational, administrative, and problem-solving skills; ability to meet deadlines
- Aptitude for working in a service-oriented environment

QUALIFICATIONS

- Diploma of Collegial Studies (DEC) or equivalent in an appropriate field
- Minimum of 2 years of experience in alumni relations or a related field
- Proficient with social media platforms
- Proficient with Microsoft Office Suite (testing may be required)
- Knowledge of Raiser's Edge or a similar database an asset
- Bilingual in English and French, both spoken and written (testing may be required)

APPLICATION

Marianopolis College encourages applications from qualified individuals, including women, members of visible and ethnic minorities, Indigenous peoples and persons with disabilities. Only those applicants who are selected for an interview will be contacted.

To apply, please send us your CV before December 8, 2022 to careers@marianopolis.edu.