



## 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

<b>Title:</b>	<b>Alumni Affairs Technician</b>
<b>Reporting to:</b>	Director, Student Recruitment and External Affairs
<b>Classification:</b>	Administration Technician
<b>Category:</b>	Support Staff
<b>Status:</b>	Permanent, full-time
<b>Working Hours:</b>	Weekdays, 35 hours
<b>Annual Salary:</b>	\$44,062.20 to \$58,822.40

### 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

- Identifies, cultivates and maintains interactions with the College's alumni, notably through social media, to support student recruitment, student success and other objectives.
- Participates in and assists with the coordination of events and activities that connect alumni with each other and with the College community.

- Compiles data and prepares summary reports for management on alumni engagement activities.
- 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 communications, public relations, customer service or a related field
- Experience in event coordination is an asset
- Proficient with social media platforms
- Proficient with Microsoft Office Suite (testing may be required)
- Knowledge of Raiser's Edge or a similar database is 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 forward your CV, cover letter and copy of your DEC (incomplete applications will not be considered) no later than **5 pm on Friday, June 9, 2023** by e-mail to [careers@marianopolis.edu](mailto:careers@marianopolis.edu)