

Designation: Executive (Two positions)

One-year contract (Full Time) extendable upon satisfactory performance

Remuneration: Commensurate with the credentials

Educational qualification and experience:

- Ideal candidate would have a Bachelor's degree with adequate experience in handling communication and nurturing interpersonal relations.
- Sound analytical skills
- Excellent communication skills and ability to understand the background and personalities of the individuals

Responsibilities

- Planning, organizing, and coordinating events of the Alumni Affairs Office
- Planning and executing yearly alumni events and programs
- Fund raising from potential donors
- Maintaining and nurturing the relation between Alumni and IIT Gandhinagar
- Mentoring and supervising the work of volunteers of the Alumni Affairs Office

How to apply

The candidates may apply online @ < <http://bit.ly/iitgandhinagar>> by April 20, 2019