

JOB OPPORTUNITY AT STRATHMORE UNIVERSITY

Job Title: Alumni Relations Administrator

Department: Alumni Relations Department

Reporting to: Alumni Relations Manager

Basic job summary:

This role supports the planning, coordination, and execution of alumni events and engagement programs. This role entails working in fast-paced environments, organizing impactful experiences, and building lasting community connections.

Duties & Responsibilities:

Alumni Support and Engagement

- Support the execution of alumni programs, including the Meeting of Minds, Knowledge Series, and networking events.
- Manage alumni inquiries via phone, email, and walk-ins, ensuring timely and professional communication.

Event Planning & Coordination

- Draft and send event invitations to alumni and stakeholders.
- Coordinate event logistics: venue booking, catering, speakers, signage, registration, etc.
- Provide hands-on support during events, registration, guest management, and post-event wrap-up.

Office & Program Administration

- Oversee daily administrative tasks: scheduling, supplies, record-keeping, correspondence.
- Assist with internal meetings, including agendas, minutes, and follow-ups.
- Issue alumni ID cards and update alumni profiles on the Connect platform.
- Facilitate alumni registration and profile updates on the Connect platform

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Process & Quality Compliance

- Follow established Standard Operating Procedures (SOPs) and data privacy guidelines
- Help document event outcomes and alumni feedback to support continuous improvement.

Feedback & Reporting

- Assist in designing surveys and feedback tools.
- Compile alumni engagement data and maintain accurate reports and records.

Minimum Academic Qualifications:

Bachelor's degree in communications, Business Administration, Public Relations, or a related field.

Experience:

At least 2 years of experience in administrative, event planning, alumni relations, or program coordination roles.

Competencies and Attributes

- Strong organizational and multitasking abilities
- Excellent communication and interpersonal skills
- Proficient in Microsoft Office Suite and CRM/event platforms
- Detail-oriented, with a passion for logistics and follow-through

Are you qualified for this position and interested in working with us? We would like to hear from you. Kindly send us a copy of your updated resume and letter of application (**ONLY**) quoting "*Alumni Relations Administrator*" on the subject line to recruitment@strathmore.edu by **14th October 2025**. Due to the large number of applications, we may receive, kindly note that only the shortlisted candidates will be contacted.

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Please be advised that Strathmore University is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.

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