

ADVT/OAA/Aug/2023

Re-Advertisement for Research Associate/Project Lead

The Office of Alum Affairs (OAA) at TISS is a newly formed office aiming to strengthen the network of TISS alumni across the globe and create a strong connect between the alumni and our current students. We are urgently looking for a Research Associate/Project Lead .to build and strengthen this work

Name of the Post: Research Associate/Project Lead

Number of Posts: 01

.Location: Tata Institute of Social Sciences, Mumbai

Remuneration: INR 50,000 per month

Duration: September 2023 to August 2024

The Research Associate/Project Lead will report directly to the Dean/Associate Dean and .oversee all the activities of the Office of Alum Affairs

:Key Responsibility

- Develop and implement strategies to engage TISS alumni across various cohorts and geographical locations. Organize alumni events, reunions, and networking opportunities and maintain connections with the alma mater.
- Maintain an up-to-date and comprehensive database of Office of Alum Affairs
- Create and manage communication channels between the current students and the alumni, upcoming events, and opportunities for involvement.
- Support and utilize various platforms, such as newsletters, social media, and alumni websites, to maintain regular contact with the alumni community.
- Conduct outreach activities to reconnect and encourage alumni participation. Strengthen relationships with key alumni stakeholders, including donors and potential mentors for current students.
- Collaborate with academic departments and career services to facilitate alumni involvement in mentoring current students.
- Promote career development opportunities and job postings exclusively available to TISS alumni.
- Support fundraising efforts by engaging alumni in philanthropic initiatives and relationships with potential donors and Initiate work on scholarship/fellowships for the current students.
- Facilitate the formation and functioning of regional and affinity-based alumni chapters and associations. Provide guidance and support to these groups in organizing events and activities.

- Collect and analyze feedback from alumni through surveys and other means, and use the insights to improve alumni engagement programs and services.
- Monitor and evaluate the impact of alumni engagement initiatives, tracking outcomes such as alumni participation and career achievements.
- Collaborate with internal stakeholders, such as academic departments and student services, to integrate alumni engagement into various aspects of the institution's activities.
- Seek partnerships with external organizations to create meaningful opportunities for alumni and TISS.
- Establish recognition programs to celebrate the achievements and contributions of outstanding alumni. Coordinate award ceremonies and acknowledgment events.

Eligibility and Knowledge/Skills for desirous candidates

Have completed a Master's/PhD degree in Social Sciences with at least five years of experience in students and academic engagement is desirable. A candidate having an experience in leading academic and research activities would be preferable, including experience in organising, facilitating a range of academic and alumni events with strong .data management skills

Please send in your CV with the subject line 'Research Associate/Project Lead' to - oaa@tiss.edu by 25th August 2023

.Only shortlisted candidates will be contacted by email to attend online interview

.The selected candidate has to join immediately

**Candidates who applied earlier need not apply again, their candidature will be *
.considered as per rules**

Dean/Associate Dean, OAA