



**Indian Institute of Technology Gandhinagar
Palaj, Gandhinagar, Gujarat – 382055**

Date: 09/01/2023

Advertisement

Applications are invited for contractual position of Assistant Executive, Alumni Relations, IIT Gandhinagar.

Project Title	Alumni Engagement
Name of Post	Assistant Executive, Alumni Relations
Number of vacancies	2
Monthly Pay	Rs 30,000/- to Rs 40,000/-
Essential Qualifications	Bachelor's degree with adequate experience in handling communication and nurturing interpersonal relations
Job Description	<ul style="list-style-type: none">• Sound analytical skills• Excellent communication skills and ability to understand the background and personalities of the individuals• Planning, organizing, and coordinating events of the Alumni Relations Office• Planning and executing yearly alumni events and programs• Fundraising from potential donors• Maintaining and nurturing the relations between Alumni and IIT Gandhinagar• Mentoring and supervising the work of volunteers of the Alumni Relations Office
Tenure	1 year
Last date to apply	23.01.2023
Documentation	Apply at https://forms.gle/g6z1Ln3FpDsXr3k6