



# St Andrew's College

ESTABLISHED 1867

## St Andrew's College, University of Sydney

### Alumni Relations Officer

Since 1867, St Andrew's has provided an outstanding university college experience to students, providing a unique blend of personal and collegiate spaces where students develop lifelong relationships within a distinct and diverse community. With the Strategic Vision *to create a world class experience in Australia's leading university college*, the College is focussed on ensuring it can attract and retain an exceptional community of students, and providing them with the support, programs and facilities to become leaders and innovators within its alumni and the wider community.

This is a unique opportunity to contribute to the ongoing success of the College's Advancement team, celebrating the College's alumni community and connecting with over 6,000 alumni globally.

Reporting to, and working closely with, the Director of Advancement, the Alumni Relations Officer will be responsible for a range of ongoing and regular communications and events to engage and connect with the College alumni community. This will include: developing and delivering an annual calendar of events for engaging alumni, parents and friends; developing and delivering a range of regular community communications such as the College magazine, social media and e-newsletters; and managing all reporting and administration associated with these activities.

To be successful in this role, you will bring strong administration, writing and verbal skills together with an understanding of how alumni communications and events contribute to the broader philanthropic objectives of the Advancement team. Maintaining high levels of discretion and tact in your liaison with both internal and external stakeholders, combined with your competence and confidence in technology (databases, email, email software, social media, print and digital media) will ensure your success in this role.

For further information on this opportunity please email [info@richmond-associates.com](mailto:info@richmond-associates.com), or to have a confidential discussion please call Judith Marks, Senior Consultant, Australia Office, on +61 2 8218 2185.

Further information can also be downloaded from the Richmond Associates website at <http://www.richmond-associates.com>.

**Closing date for applications: Wednesday 7 October 2020**

