



**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"><li>• Sound analytical skills</li><li>• Excellent communication skills and ability to understand the background and personalities of the individuals</li><li>• Planning, organizing, and coordinating events of the Alumni Relations Office</li><li>• Planning and executing yearly alumni events and programs</li><li>• Fundraising from potential donors</li><li>• Maintaining and nurturing the relations between Alumni and IIT Gandhinagar</li><li>• Mentoring and supervising the work of volunteers of the Alumni Relations Office</li></ul>
Tenure	1 year
Last date to apply	23.01.2023
Documentation	Apply at <a href="https://forms.gle/g6z1Ln3FpDsXJr3k6">https://forms.gle/g6z1Ln3FpDsXJr3k6</a>