



CRICOS Code 00306D Provider No 3155

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Position Title	Scholarship and Alumni Officer
Role Description:	To work with the Foundation and Marketing offices in a range of duties
Reports to	Foundation Manager
Staff reporting to this position	Nil
Work Relationships	Internal: With all staff and Students. This role will work closely with both Foundation and Marketing. External: With sponsors and supporters, suppliers of services to Foundation activities and the Marcus Oldham College Old Students Association.

Qualifications and Experience

Essential Criteria

- Minimum three years relevant industry experience
- Excellent communication and organizational skills and demonstrated ability to work successfully both in a team situation and self-directed
- Excellent communicator in both written/verbal correspondence
- Understanding of the agricultural and equine sectors
- Ability to empathise with and motivate young adults
- Demonstrated knowledge of computer programs including desktop design and data base management
- Current Drivers Licence

Desirable

- A tertiary qualification in Journalism, Communications, Marketing or Public Relations
- Desktop publishing skills, preferably in the Adobe suite
- Experience with Synergetic database

Terms of Employment & Remuneration

Full time contract position, 37.5 hours per week. Remuneration will be negotiated with successful applicants

Probationary Period

Six months

Job Responsibilities

- Manage the College's Scholarship and Bursary Program:
 - Seek new scholarships and sponsors for bursaries
- Co-ordinate the national Alumni Communications Program:
 - Further develop the Marcus Connect Online Platform
 - Manage & produce the bi-annual Alumni Magazine (MOCOSA)
 - Support, Organise & Participate in Alumni Events & Reunions
- Supports and liaises with the Foundation Manager and Marketing Officer with the preparation of promotional activities relevant to the Scholarship and Alumni areas
- Attends & contributes at regular communications meetings with the Foundation Manager, Marketing Officer and Deputy Principal
- Assist the Foundation Manager in implementing fundraising activities on behalf of the College Foundation
- Carry out other duties as agreed with the Deputy Principal & Principal

College Expectations

- fulfilment of the position description
- displays empathy and support for all students at the College consistently follows all policies and procedures
- professionally represents the College in the wider community
- adopts a professional personal presentation
- consults with all relevant stakeholders to determine if the level of services are meeting or exceeding stakeholder's expectations
- adheres to Occupational Health and Safety, Equal Opportunity and other Government regulations that control activities within the workplace
- respects confidentiality of information obtained in the course of duties
- attends staff meetings, College and selected student social functions
- gives appropriate notification when not attending the College
- gives adequate notice of intention to take annual and long service leave

Quality Systems and Continuous Improvement

Contributes to organisational quality systems and participates in implementing relevant policies and procedures and contributes to continuous improvement.

Personal Development

Ensure continuous development of skills and competencies by participating in relevant training.

Key Performance Indicators

Financial

Assists in maintaining all expenses within the relevant budget.

Organisational

Achieves high level of positive feedback from all stakeholders.

Quality Systems

Contributes to organisational quality systems and participates in implementing relevant policies and procedures and contributes to continuous improvement.

Appraisal

Formal annual system of performance appraisal and regular informal communications in the workplace on performance.