## General Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Alumni Relations Officer</th>
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<tbody>
<tr>
<td>Name of Department:</td>
<td>Office of the Registrar and Academic Administration</td>
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<tr>
<td>Supervisor of the Position:</td>
<td>Vice Rector and Registrar</td>
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<td>Location of Position:</td>
<td>UPEACE Headquarters (El Rodeo, San José, Costa Rica)</td>
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<tr>
<td>Length of appointment:</td>
<td>One year with the possibility of extension</td>
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## About the University for Peace

For a detailed description of the courses and more information about our academic programmes please visit:

http://www.upeace.org/academic

## Statement of Qualifications

### Essential Qualifications for the Position:
- University degree in social sciences, management, public relations, or another field related to UPEACE’s mission and existing programs
- Advanced English (written and spoken)
- Knowledge and practical experience in Project Management.
- At least three years of professional engagement, two years preferably at the international level
- Alum of UPEACE or APS desirable

### Knowledge:
- Use of basic office software (Microsoft Office Word, Excel, Outlook, PowerPoint)
- Knowledge of platforms such as Moodle and other common online communication applications (Zoom, Teams, Google Meet)
- Budget and project management
- Knowledge of cloud services and shared documents (Microsoft)
- Knowledge of current international affairs

### Abilities and Skills:
- Works independently and collaboratively with colleagues from different units to achieve organizational goals
- Embraces a multi-ethnic and multi-cultural environment with tolerance, openness, and diversity awareness
- Completes a variety of tasks within tight deadlines
- Demonstrates high ethical standards for the management of sensitive information
- Competence or working knowledge Spanish desirable
### Personal Suitability:
- Dynamism, versatility and creativity, people skills, effective interpersonal relations
- Respect for UPEACE values and ethics
- The job requires dealing with students, resident and visiting faculty, and the management staff of the University, as well as with numerous guests and visitors with a diverse international character
- Willingness to combine administrative tasks with providing support to all departmental activities

### Job Description

#### General Responsibilities for the Position:
The Alumni Relations Officer (ARO) will enhance and mobilize the UPEACE Alumni Network, as well as that of the Asian Peacebuilders Scholarship (APS) Programme (supported by The Nippon Foundation). In particular, the ARO will implement networking activities, professional training opportunities, and projects regarding career development and community engagement for and with Alumni in order to strengthen their initiatives and their linkage with the University. An essential part of the ARO’s work will focus on reconnecting with UPEACE and APS Alumni and ensuring their work is highlighted through the University’s communications channels, as well as with local and international accreditation bodies.

#### Specific Responsibilities for the Position:
- Preparation of proposals for projects.
- Building a solid relationship with the UPEACE and APS Alumni communities, as well as with project partners (including the Nippon Foundation and Ateneo de Manila University).
- Updating the Alumni database.
- Developing the contents of the Alumni newsletter, website, and social media in collaboration with the UPEACE Communications Office to increase the visibility of Alumni initiatives.
- Designing and implementing professional training opportunities for Alumni in
collaboration with professors and other experts.

- Establishing partnerships with local organizations to assist Alumni in creating new professional and networking connections before and after graduation.
- Overseeing the grant program for APS Alumni to conduct field projects on peacebuilding and social development.
- Organizing networking activities and promotional events.
- Coordinating the monitoring and evaluation of Alumni initiatives in collaboration with external consultants.
- Completing the project reports.

**Monthly Salary: US $1,500 – 1,800**

Please submit (1) your CV, (2) a cover letter explaining your interest in the position, and (3) contact information for three references. Your references will only be contacted in the event you are selected as a finalist. Your application should be sent in electronic format to the following e-mail jobshr@upeace.org. Please refer to Position #6500 in the subject line.

The period for the submission of applications ends on **21 August 2023**. At the end of the application period, the selection board will review all applications and contact only those candidates who will continue to the next phase of the selection process. Shortlisted applicants will be contacted before **28 August 2023**.