

The University of Chicago Booth School of Business (Chicago Booth) is one of the world's largest, oldest and consistently top-ranked business schools in the world. The London campus is home to the Executive MBA Program-Europe and non-degree, Executive Education programs.

JOB TITLE: Assistant Director, Alumni Relations

PRINCIPLE DUTIES & RESPONSIBILITIES:

As part of the University of Chicago Booth School of Business (Chicago Booth) Alumni Relations Team, the Assistant Director, based in London, will be involved with all aspects of student and alumni engagement and event management. This is a full time and permanent position.

Key aspects of this role include, but are not limited to:

- Manage comprehensive student engagement program in EMEA.
- Own and execute significant part of the team's alumni engagement plan.
- Serve as relationship manager for the Chicago Booth Alumni Club of UK.
- Manage comprehensive events program in EMEA and Asia.
- Manage comprehensive data and tracking tasks for alumni relations in EMEA and Asia
- Supporting alumni clubs with outstanding customer service skills.

SCHEDULE:

Normal working hours are 9:00am – 6:00pm Monday to Friday. This position requires some early morning and late evening hours and the occasional weekend work to support events. Occasional travel globally is also part of the position.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Bachelor's degree required.
2. Prior experience in a relationship management role and events management required. Experience in the education sector preferred.
3. Excellent organizational skills with an exceptional ability to track details.
4. Excellent verbal and written communication skills in English.
5. Competency in MS Office package (Outlook, Word, Excel and PowerPoint) and web tools required.
6. Outstanding interpersonal skills.
7. Ability to work independently and exercise sound judgment and initiative in solving problems.
8. Ability and willingness to work on occasional early mornings/late evenings/weekends.
9. Ability and willingness to travel globally.

The candidate must be able to work legally in the United Kingdom.

SALARY AND BENEFITS

The salary is commensurate with experience in the range of £30K-33K. In addition to salary, Chicago Booth offers an attractive benefits package including 25 days holiday per year (plus 8 Bank Holidays), Private Medical Insurance, a contributory pension scheme, interest-free travel card loan scheme, subsidized on-site gym and more.

For a more detailed job description and to be considered for this position, please send a CV and a detailed cover letter outlining your relevant experience and motivations for applying to:

Ms. Penka Bergmann
Director, Alumni Relations, EMEA and Asia
penka.bergmann@ChicagoBooth.edu (Electronic Applications only)