

Position Description

Job Title: Scholarships and Alumni Manager

Reports to CEO

Hours: Full time with some flexibility.

Location: Melbourne CBD. Interstate and international travel may be required.

Overview

Since 2004 the General Sir John Monash Foundation has become one of the major contributors to developing the next generation of Australian leaders through identifying and awarding numerous John Monash Scholarships to outstanding young Australians to study at a post graduate level overseas.

The appointee will support the CEO to build on the Foundation's recent successes and achieve the Board's objectives of the Foundation being a world leading and self-supporting postgraduate scholarship and leadership organisation.

This unique position is a varied role within a small team and requires a specific set of skills. These include project management; event coordination; excellent communication skills, both written and interpersonal; confidence with a wide range of stakeholders; and an understanding of the higher education sector.

The role requires the maturity and empathy to effectively engage with and nurture past and present scholars, advise aspiring scholars and ensure that the processes to select scholars who have the qualities and characteristics of a John Monash Scholar including academic excellence, a meaningful understanding of John Monash's legacy of leadership and a genuine commitment to contribute to Australian society.

Responsibilities

The Scholarships and Alumni Manager is responsible for managing the complex and rigorous selection process and serves as the main point of contact for scholars throughout their studies while also providing and managing ongoing engagement with the Alumni. The key responsibilities and tasks are as follows:

SELECTION MANAGEMENT:

The Scholarships and Alumni Manager is responsible for the management and delivery (with administrative support of the office) of the yearly John Monash Scholarship Selection process, this includes:

Promotions:

- Coordinate with Universities around the country to arrange and participate in Scholarship presentations
- Support Marketing Manager with preparing Scholarship promotion presentations
- In the case the presentation is interstate, arrange a suitable Alumni to present on the Foundation's behalf

- Advise the Marketing Manager regarding promotional materials to be distributed to targeted industry bodies and Foundation Scholarship Supporters
- Coordinate a series of online information webinars
- Advise and collaborate with Marketing Manager to collate media material on each new cohort of Scholars for distribution to media outlets, Scholarship Supporters and industry bodies.

Application and panel administration:

Pending application numbers, there are panels representing each State and Territory with two for candidates already located overseas (conducted by video conference), NSW and VIC plus four days of National Panels. This process is managed with support from the office but requires a capacity to connect with and maintain relationships across a wide spectrum. Sophisticated communication skills and detailed record keeping are essential. Key tasks include:

- Managing the online application platform, community force
- Arranging the dates for the first and national round panels
- Arranging the locations/hosts for each panel
- Collated up to date briefing information and guidelines of the process
- Conducting the analysis of the online review results
- Arranging and overseeing all associated selection meetings and processes (the wildcard panel, yearly process review, reserve candidate panel etc)
- Providing all the required briefing documents and notes for all selection volunteers
- Attending all panels- virtually or in person
- Take official selection records notes of every interview to be signed off by the panel

Selection volunteer management:

Panel Management includes managing the selection process involves putting together high-level panels comprising academics, business executives and other senior representatives across sectors. This involves:

- identifying appropriate panellists, panel chairs and application Reviewers in consultation with board directors and the CEO
- inviting those identified to join panels, review groups and national panels
- briefing all volunteers according to their role in the process
- managing the online review process
- oversight of arranging schedules and multiple sittings of all panels (undertaken by the Office and Events Administrator)
- continuing relationship management with all selection volunteers

Candidate management:

Candidate management includes all major contact with candidates and potential candidates for the John Monash Scholarship, at all stages of the selection cycle. Whilst some support will be provided by the office for minor Scholarship queries, candidate logistics for panels (such as scheduling and flight booking) the Scholarships and Alumni Manager is responsible for:

- liaising with all candidates who would like further information about the Scholarship that is outside of the FAQs that the office can assist with answering
- Providing feedback to candidates who have participated in the Selection Process regardless of the outcome of the award

- Where relevant, other support such as connecting candidates with members of the Alumni
- Ensuring all information about the process is clearly communicated
- Informing candidates of the results of the process

SCHOLAR AND ALUMNI MANAGEMENT:

The Scholarships and Alumni Manager is the key contact for all current Scholars and Alumni in the office. By growing and developing the Alumni community, the Foundation can ensure that the network is better linked to resources, people and networks around Australia and the world. This also ensures that the John Monash Alumni can contribute to Australia's future through their individual works as well as their growing collaborative work and research.

Key tasks include:

- Liaising with the Scholars Advisory Committee, scheduling the quarterly meetings and preparing agendas, minutes etc.
- Supporting new Scholars with their applications to various institutions overseas, which includes writing references and funding confirmation documents
- Providing ongoing pastoral support for all Scholars and Alumni
- Under the umbrella of the John Monash Foundation Leadership Academy provide support to the CEO and Marketing Manager to:
 - Connect Scholars through events, professional development and research opportunities – includes promoting the Collaborative Grants and managing the assessment process.
 - Arranging Scholar and Supporter/Board contact.

REPORTING:

The Scholarships and Alumni Manager is responsible for the following periodical reporting:

- Quarterly Board reports
- Yearly review of the Selection process
- Quarterly reports to the Scholars Advisory Committee
- Half yearly reports to the academic review panel
- Half yearly requests to the Scholars due for a stipend payment
- Supporter reports (timelines will vary)
- Data on alumni and selection process for each annual report

EVENTS:

In collaboration with the CEO and other staff, the Scholarship and Alumni Manager is deeply involved with Foundation events which include:

- Presentation Ceremony of each Scholar cohort
- The New Scholar Leadership Development Program
- Symposia

Responsibilities include:

- Contributing to overall event design and logistical coordination
- Manage the communication with Scholars that are participating in events

General Skills Required:

- Excellent communications skills, verbal and written

- Demonstrated content creation experience
- Project management capabilities and experience to enable effective management of multiple projects
- Confidence and experience communicating with a wide range of stakeholders
- Understanding of and ability to utilise social media platforms
- Confidence and a positive personality
- Understanding of the tertiary sector in Australia (understanding of tertiary sector overseas preferable)
- Ability to work well within a small team, requiring flexibility and multi-tasking.

Key Skills:

- Strong data skills and experience with CRM systems and standard office software (Excel required)
- A high standard of written English and attention to detail
- Highly organised and accustomed to working to tight deadlines
- Excellent record keeping

Qualifications:

Relevant undergraduate degree and work experience.