



Woodstock School

JOB DESCRIPTION

Administrative Assistant at the Advancement and Alumni Department

JOB TITLE: Administrative Assistant (Consultant)

REPORTING TO: Assistant Manager - Advancement & Alumni Relations

PURPOSE OF THE JOB: The Administrative Assistant (Consultant) is the first point of contact for the Advancement and Alumni Relations department, providing a warm and professional welcome for all visitors. He/she will be a key ambassador for the school, leading campus tours for visiting alumni and department guests. They will support the smooth functioning of the office, performing administrative and data tasks under the direction of the senior department staff.

KEY RESPONSIBILITIES:

Primary Responsibilities

1. Coordinate On-Campus Visitor and Alumni Welcome
2. Alumni Communication and Support
3. Office Administration
4. Record keeping and Data Support
5. Alumni Engagement Support

1. Coordinate On-Campus Visitor and Alumni Welcome:

- Coordinate visitor appointments and facilitate smooth communication between alumni and staff members.
- Serve as the first point of contact for alumni, visitors, and guests, providing a warm and professional welcome.
- Assist both external and internal visitors with general requests, directing them to the appropriate team member or department.
- Lead campus tours in partnership with student interns.

2. Alumni Communication and Support:

- Support administrative tasks, including scheduling meetings, managing calendars, and updating alumni records.
 - Manage incoming calls and emails, responding promptly to inquiries and directing them to the appropriate team members.
 - Assist alumni with general requests, such as event information, campus visits, and alumni network resources.
 - Manage incoming communications for archival requests, working alongside the Library Department.
 - Support the collection of content for jottings under the direction of the Assistant Manager - Advancement and Alumni Relations.
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Woodstock School

- Take pictures of alumni visitors and events, create small video content when possible, and store them systematically with proper file names for future use under the direction of the Advancement and Alumni Relations Manager.

3. Office Administration:

- Administer the following processes under the direction of the Assistant Manager - Advancement and Alumni Relations:
 - Petty cash handling
 - Requests for payments
 - Requisitions
 - Postage management
 - Printing processes
 - Oversight of the Joy Rugh Memorial Bookshelf
 - Souvenir store administration and financial record-keeping

4. Record Keeping and Data Support:

- Input data into the alumni database (DonorPerfect) in a timely and accurate manner.
- Update information in AlumniConnect and other platforms as directed by the Alumni Relations Manager.
- Support the acknowledgment process for all donations.

5. Alumni Engagement Support:

- Provide support at internal and external alumni events and gatherings.
- Make initial calls to potential alumni event venues to inquire about rates and packages to assist with planning.
- Provide additional staffing help to run merchandise stalls at gatherings or events as and when required.

As with all job descriptions, the post holder is expected to carry out related tasks which may be reasonably required by the Supervisors including the Director of Advancement and Alumni Relations, Alumni Relations Manager and Assistant Manager - Advancement and Alumni Relations.

QUALIFICATIONS & SKILLS:

- Bachelor's degree in a related field (preferred).
 - Proven experience as an administrative assistant, secretary, or similar role in an educational setting.
 - Strong organizational and multitasking skills, with attention to detail.
 - Excellent verbal and written communication skills.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), OneDrive and Google Workspace.
 - Ability to handle sensitive information with confidentiality and professionalism.
 - Strong interpersonal skills and ability to work collaboratively within a team.
 - Ability to work under pressure.
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Woodstock School

HIRING PROCESS:

- Interested applicants should apply through [zartis.com](https://www.zartis.com) [Woodstock | Working at Woodstock \(woodstockschool.in\)](https://www.woodstockschool.in)
- Shortlisted candidates will be interviewed by the hiring committee via Teams meeting.

JOINING DATE: 1 July 2025

Please note that this is a consultant position and does not include benefits such as on-campus housing, child education, PF, gratuity, medical insurance, etc.

