

Section	Description
School/Department Name	Alumni Relations
Contact Name	Vishal K
Email Address	Vishal.k@woxsen.edu.in
Phone Number	+91 9100120699
Job Profile Information	
Job Title	Events Coordinator
Department	VP Office
Reporting To (Title)	Head – Alumni Relations
Number of Positions	3
Job Summary	To create and manage engaging events that foster alumni connections, generate revenue, and enhance the institution's reputation.
Key Responsibilities	Event planning, budgeting, logistics, volunteer coordination, and post-event evaluation.
Qualifications	
Education	Min Bachelors
Experience	0-1
Skills	<ul style="list-style-type: none"> - Able to Handle Microsoft Applications - Marketing Skills
Certifications	
Additional Information	
Preferred Start Date	Immediate
Additional Details	