



SAVITRIBAI PHULE PUNE UNIVERSITY ALUMNI ASSOCIATION

("SPPU Alumni Association")

Registered Office: Savitribai Phule Pune University Campus, Ganeshkhind, Pune-411007

CIN: U74999PN2015NPL157358, **E-mail Id:** alumni.sppu@gmail.com **Website:** <https://alumni.unipune.ac.in/>.

WE ARE HIRING

Date: 16/09/2025

ALUMNI RELATIONS OFFICER

SPPU Alumni Association is a section 8 non-profit organisation which has been established to advance the objectives of the Savitribai Phule Pune University ("**University**") by developing and strengthening lifelong relationships between the University and its alumni; be a catalyst in bringing Alumni together; facilitate intra-alumni engagement; and collaboration between Alumni with the University, its students & professors. **The Alumni Relations Officer** will act as a nodal officer who shall assist the SPPU Alumni Association in furthering its stated objectives.

Location: Savitribai Phule Pune University Campus

Designation: Alumni Relations Officer

Salary: ₹ 35000 per month

Tenure: 1 year

Category: Open to all

Qualification: Bachelor's degree holder (Age 25 years - 40 years)

Experience: i) At least 3 years of work experience in the domain of administration and public relations.

ii) Experience in youth activism, especially in Pune with SPPU with Indian and international students.

Which will speak for candidates understanding and vision towards SPPU alumni work.

Preference will be given to candidates having Administrative Responsibility experience and experience in accounting-related work and financial day-to-day operations.

Role and responsibilities:

- Fluency in Marathi and English, both oral & written.
- Responsibilities include devising public relations strategies, cultivating media relationships, engaging with Alumni, the University & various stakeholders.
- Drafting press materials, monitoring media/ event coverage, and managing social media platforms.
- Organising Alumni meets & events & Fund-raising events.

Skills: The candidate should be capable of arranging social events, interacting with Alumni and eminent personalities & patrons of the University, conducting workshops, seminars, cultural programs, alumni/student fests, and should have good IT and communication skills.

Preferences: Preference will be given to alumni of the University.

If you have excellent communication & interpersonal skills and are proactive, join us in shaping our organization's outreach, reputation, and visibility.

Prospective candidates may send their resume to **alumni.sppu@gmail.com**. Only Email through the application is accepted; the last date is 25th September 2025.

For SAVITRIBAI PHULE PUNE UNIVERSITY ALUMNI ASSOCIATION

Prof. Dr. S.D. Dhole

Director

S. P. Pune University Alumni Association

Date: 16/09/2025