

International Alumni & Development Officer

University of Toronto Asia-Pacific Advancement Office

The University of Toronto Asia-Pacific Advancement Office in Hong Kong is looking for a highly motivated candidate to fill the role of International Alumni & Development Officer. The position is available for a 6-month contract, with a possibility of renewal, and is open to individuals with Hong Kong permanent residency. Major responsibilities include the coordination of major alumni events; donations management; alumni communications; delegation support; provide high-level administrative support to the Vice-President, Advancement and other senior U of T administrators; and assist in the overall operation of the office.

Candidates should hold a Bachelor's degree or equivalent, preferably from the University of Toronto, and have 1 to 3 years of work experience. Excellent English writing skills are required, and Cantonese and Mandarin are an asset. Experience with MS Office and website management software is expected. Salary will be commensurate with experience.

Established in 1827, the University of Toronto is Canada's largest university, recognized as a global leader in research and teaching. With an estimated 10,000 alumni living in Hong Kong and thousands more in China, Korea, Japan, Singapore and South East Asia, U of T's links to Asia are profound. The University has maintained an advancement office in Hong Kong for more than 15 years.

Interested candidates should submit their CV/resume to michelle.poon@utoronto.com.hk on or before Monday, **January 16, 2012**.