



University Relations Officer India

About Golden Key

Golden Key is the world's premier collegiate honor society, recognizing outstanding academic achievement and connecting high-achieving individuals locally, regionally & globally with lifetime opportunity, reward & success. Membership is by invitation only.

University Relations Officer duties

This newly created position, reporting to the Director Asia-Pacific, is responsible for the initial phases of establishing Golden Key International Honour Society in India. This is a varied role that allows for great autonomy and ownership of operations, budgets, marketing, relationships, and member services.

The role also involves working with university-based groups of student leaders to implement a program based on academic recognition, community service, personal and professional development, and networking.

The successful candidate will have strong knowledge of the education sector in India, will be a firm believer in the value of education, and will demonstrate the Golden Key values of Integrity, Collaboration, Innovation, Respect, Diversity, Excellence, Engagement.

The role will be based in Mumbai and will involve domestic travel.

Essential experience and skills

Fluent English and Hindi.

A degree from a reputable university

Minimum 2 years relevant experience in a membership organisation, university administration or management role in a dynamic organisation.

Knowledge of the structures and regulations governing higher education in India.

Ability to work autonomously and build relationships with people from a wide range of backgrounds and age groups.

Desirable

A Masters degree in a relevant discipline or MBA.

Experience managing a member-focused organisation.

Golden Key membership.

Salary and Conditions

A competitive salary will be offered to the successful candidate. This role will initially be based on a 12 month contract.

Application

To apply for the position send your CV to aphq@goldenkey.org Please indicate the amount of notice you would be required to give in your current role. Please quote Golden Key India in the subject line of your email. **Applications should be received by 30th September.**