
Job Opportunity: Alumni Representative (Part-Time / 10 hrs)

About the Whitecliffe Alumni Network

The Whitecliffe Alumni Network is a vibrant global community formed by graduates of Whitecliffe University of Applied Sciences (formerly Berlin International).

Founded to promote, strengthen, and maintain solidarity and exchange among Whitecliffe's Alumni, the network acts as a professional hub. We connect members to career opportunities, such as jobs and internships as well as other shared interests. Through regular events, network meetings, and networked communication, we ensure our members always remain a part of the Whitecliffe family.

We are looking for an enthusiastic **Alumni Representative** to help us manage and grow this global network.

Main Responsibilities:

1. Representation & Outreach

- Act as the primary liaison between Whitecliffe University of Applied Sciences and its graduates
- Represent alumni interests and serve as dedicated point of contact
- Maintain a presence at key events, such as graduation and welcome week
- Develop and strengthen close ties with relevant alumni associations and umbrella organizations

2. Administration & Operations

- Manage alumni database
- Develop and consolidate impact-oriented methods, formats, and instruments for alumni work

3. Content Creation & Marketing

- Lead the creation of engaging content
- Manage and create content for our dedicated social media channels
- Produce and distribute quarterly newsletter

4. Event Planning & Coordination

- Research, plan, budget, and execute further education opportunities
- Organize social gatherings and networking events
- Conceptualize and execute initiatives aimed at community growth

5. Career & Development

- Develop career advice, counseling, and structured mentoring programs
- Search and share job/internship opportunities

Your Profile

- You are a current student or graduate of Whitecliffe University of Applied Sciences
- You possess excellent communication, organization, and networking skills
- You are proactive, self-motivated, and passionate about community building

How to Apply

If you want to shape the future of the Whitecliffe Alumni Network, please send your application materials as one PDF file to jobs@whitecliffe.de.

Your application must include:

- A brief letter of introduction/motivation (maximum 500 words)
- Your current CV
- Your transcript or diploma

Subject Line: Whitecliffe Alumni Network Position

Application Deadline: 15.08.2026