



Schwarzman Scholars Alumni Affairs Coordinator

The Schwarzman Scholars program, founded by Blackstone CEO Stephen A. Schwarzman, is an academically-rigorous global postgraduate program – and one that is oriented to today’s reality: a world where China plays an increasingly important role. Schwarzman Scholars brings together the best young minds from around the world to explore and understand the economic, political and cultural factors that have contributed to China’s growth and rising importance as a global power. Scholars earn a one-year Master’s degree in Global Affairs at Tsinghua University, one of China’s most prestigious academic institutions, and gain an intimate understanding of China through academic, cultural and professional immersion.

Schwarzman Scholars recruits up to 200 students per year, and each cohort is comprised of 40% U.S. students, 20% Chinese students, and 40% from the rest of the world. The curriculum focuses on three core themes: leadership, global affairs, and China, and is taught in English by top Tsinghua faculty as well as outstanding visiting faculty from the world’s leading universities.

The program provides students with the opportunity to develop leadership skills and professional networks. Schwarzman Scholars will get to know China through intensive graduate-level study, immersive travel and exploration, diverse mentorship and internship opportunities and unparalleled access to global political, business, and thought leaders.

The Schwarzman Scholars program seeks a talented Alumni Affairs Coordinator to support the Schwarzman Scholars Alumni Association team to implement and assist with Alumni Association programs, event coordination, internal and external communications, and data management.

The Alumni Affairs Coordinator is responsible for supporting academic and cultural programming targeted to city and regional hubs throughout the world and the global alumni community at-large. In addition, this person will be involved in growing and deepening engagement with alumni in person and online. The incumbent possesses strong organizational, interpersonal, writing, program management, event planning and computer skills, and has familiarity and experience with social platforms.

Responsibilities include:

- Assisting with planning and logistics for alumni events and programs including, but not limited to, research of venues, venue bookings, vendor relationships, purchase orders, online registrations, contact information, and preparing briefings
- Creating and posting Alumni Association-led event details on the organization’s online community platform and, as needed, support Alumni-led event posts
- Creating and posting engaging and relevant content for the Alumni platform. This content could include thought pieces on leadership, global affairs and China; interesting events



(program adjacent) in hub cities; and useful news with the community's affinity groups. These efforts will be curated together with the Alumni Association team.

- Liaise with the Schwarzman Scholars internal departments, including those in Beijing, on various initiatives related to Alumni community engagement
- Assist in developing program updates to share with the Alumni community
- Manage stipend requests and funding reimbursements for domestic and international alumni
- Manage and update Alumni contacts in the organization's database

Qualifications:

- Bachelor's degree required
- Passion for Schwarzman Scholars mission
- At least 2-3 years of demonstrated success working as a team member; experience in a lead role is a plus
- Strong communication skills and cross-cultural sensitivity
- Keen attention to detail and ability to multi-task in a fast-paced environment with tight deadlines
- Strong sense of personal accountability and follow-through
- Ability to work independently and as part of a strategic team
- Positive attitude, sense of humor, strong work ethic, and high degree of professionalism
- Ability to set and communicate priorities and to meet deadlines
- Skilled in Microsoft Office (including PowerPoint, Word and Excel)
- Experience with Salesforce or other CRM systems desired
- Experience building an online community
- Experience creating content and/or maintaining social media platform(s) is a plus
- Knowledge of China and Mandarin Chinese not required, but is a plus

TO APPLY: Please send a cover letter and resume to jobs@schwarzmanscholars.org

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, sexual orientation, national origin or any other category protected by law.