



CAREER OPENINGS
ACADEMICS DEPARTMENT
ACADEMICS OFFICER

The Indus Valley School of Art and Architecture is a premier, degree-awarding institution in Karachi, Pakistan that provides education in art, design and architecture. IVS invites applications from eligible candidates for an Academics Officer position in our Academics Department to join our team. This role is integral to maintaining the high standards of administrative services at IVS, supporting the needs of students, faculty, and staff.

Core Responsibilities:

- Maintain and update student records, both physical and digital, including personal details, academic performance, and transcripts.
- Manage and update student lists (e.g., deficiency, graduating) and semester information in the student management system.
- Coordinate Lecture Hall scheduling and handle space bookings.
- Assist in the issuance of semester results, letters, and other student documents, including managing defaulter lists.
- Support the admissions process by handling student queries, documents, and scheduling interviews.
- Assist with FRP management, including data handling and communication with students and faculty.
- Prepare and submit attendance sheets and course registration lists to Academic Programme Officers (APOs).
- Assist with the graduation process by verifying eligibility, preparing documents, and managing degree folders.

Qualifications:

- Minimum Bachelor's degree from an HEC recognized higher education institution.
- Minimum 1-2 years of experience in a higher education.

Required Skills:

- Proficiency in MS Office.
- Strong communication and organizational skills.
- Strong interpersonal skills, Written and verbal skills.

Applications can be submitted electronically at hr@ivs.edu.pk latest by
Wednesday, 4th December 2024 with the position mentioned in the subject line.
Only shortlisted candidates will be invited for interviews.