



## **CAREER OPENINGS**

### **CONTINUING EDUCATION PROGRAMME ASSISTANT MANAGER- ACADEMIC ADMINISTRATION**

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 Assistant Manager- Academic Administration position in our Continuing Education Programme Department.

#### **Core Responsibilities:**

- Work closely with CEP team members, instructors, and IVS admin/IT on scheduling/course timetables and all necessary arrangements for CEP academic activities and initiatives, including certificate courses, workshops, trainings, and guest speaker sessions (in-person and online).
- Coordinate and communicate with new and existing instructors, and academic & design colleagues, for developing and finalizing course outlines and deliverables like course materials.
- Actively engage with prospective and current participants, instructors, CEP portfolio leads, and collaborate with IVS departments like Alumni Affairs and Student Relations to promote CEP course offerings and activities.
- Plan and organize on-site and online campaigns for increasing course registrations.
- Organize and analyze student information and feedback
- Ensure quality of program content and implementation strategies through coordination with relevant stakeholders, carrying out course evaluations and building on the feedback received.
- Carry out independent research on market and competitor analysis, and regional/global trends, in order to support program innovations.
- Assist the Director CEP in budgeting related to course activities such as final projects and displays, seminars, and provision of supplies, and develop synopsis of funding needs to support the CEP team.
- Help prepare and maintain documents like contracts of instructors and briefs on CEP initiatives required for reporting to the CEP Advisory Committee, the IVS Executive Committee, other statutory bodies, or HEC.
- Collaborate with the IVS Communications team and CEP design/communication team for preparing press releases, information bulletins, videos, and content writing for the website and other platforms.

#### **Qualifications:**

- Minimum Bachelor's degree in Education, Business Administration, or Communication, or a related field, from an HEC-recognized higher education institution. Candidates with a master's degree in a relevant field will be preferred.
- Minimum of 3-5 years of experience with an educational institution.

#### **Required Skills:**

- Communicate information clearly and professionally in both verbal and written formats.
- Manage multiple tasks and projects efficiently to ensure timely completion.
- Strong understanding of MS Office, survey tools, and website content management systems.
- Excellent analytical and problem-solving skills.
- Attention to detail and high level of accuracy.

Applications can be submitted electronically at [hr@ivs.edu.pk](mailto:hr@ivs.edu.pk) with the position mentioned in the subject line by **Wednesday, 12th February 2025**.  
Only shortlisted candidates will be invited for interviews.