



Career Opening

Indus Valley School of Art and Architecture is a prestigious School dedicated to producing exceptional artists, architects and designers over the past few decades. The School is situated in **Karachi** and is looking for a qualified candidate for the position of **Programme Assistant, CEP** for the **Continuing Education Programme (CEP)**.

Job Description:

Some of the core responsibilities include:

1. Cater to all inquiries about CEP course offerings received via phone, email, social media, or in person. In case of detailed information requests, direct them to the relevant CEP staff.
2. Regularly scan the social media platforms of IVS and CEP for any inquiries related to CEP, and report to CEP team any critical comments so they can respond to them at the earliest.
3. Provide support at the reception as per scheduled timings and ensure to guide and provide information to the students and the guests.
4. Maintain a contact directory for CEP faculty, alumni and prospective students for effective communication of CEP information.
5. Support the CEP team in scheduling activities, acquiring room allocations and resources, handling multimedia, OHP, etc.
6. Liaise with security and admin staff for smooth entry of guests, students and faculty for events and workshops.
7. Act as a custodian of and ensure that the front desk has updated hard/soft copies of CEP workshops and short course attendance records, CEP marketing material, workshop manuals, and other documents.
8. Provide support to the CEP team in organizing off and on-campus events and activities.

Time:

Monday – Friday: 2:00 p.m. to 7:00 p.m.

Saturday: 12:00 noon to 6:00 p.m.

Qualification:

Minimum Bachelor's degree from an HEC-recognized institution.

Experience:

Fresh to 1 year of experience in client handling, and parental dealing in an academic environment.

Skills/Expertise:

- Strong skills in spoken Urdu and medium-level proficiency in spoken and written English
- Willingness to learn and take initiatives
- Ability to work independently and in team
- Medium level computer literacy, with an ability to handle MS Office Suite applications

Interested candidates are requested to submit their CV at hr@ivs.edu.pk with the position mentioned in the subject line by **Friday, 5th July 2024**.