



CAREER OPENING

GRADUATE PROGRAMME GRADUATE PROGRAMME COORDINATOR

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 the position of Graduate Programme Coordinator for our M.Phil. in Art and Design program.

Core Responsibilities:

- Student Records Management: Keep track of student progress, including course credits, grades, and academic status.
- Coordination: Work with academic, administrative, and finance offices to facilitate course registrations, and manage fee and other related tasks.
- Faculty and Student Liaison: Collaborate with faculty to oversee class schedules, course materials, and monitor student progress.
- Programme Scheduling: Manage the academic calendar, organize classes, workshops, and other activities.
- Thesis Support: Assist with thesis progress, including managing jurors' accommodations and online arrangements.
- Admissions and Outreach: Assist with the admissions process, prepare admissions materials, manage the admissions portal, and coordinate interviews.
- Event Management: Organize and manage events such as orientation sessions, workshops, and thesis juries.
- Administrative Support: Oversee office and classroom maintenance, supervise staff, and handle budget-related tasks.
- Social Media Handling: Create and design content for social media platforms of the department.

Qualifications:

- The minimum requirement for the position is a Bachelor's degree in education, art & design, or a relevant field from a HEC-recognized institution.
- Minimum 3-5 years of experience in a higher education setting, preferably in programme administration, student services, or a related field.

Required Skills:

- Excellent communication and interpersonal skills.
- Ability to build rapport with students from diverse backgrounds and experiences.
- Proficiency in Microsoft Office, Adobe Illustrator/Photoshop, Zoom, and Google Suite.
- Strong organizational and management skills with attention to detail.

Applications can be submitted electronically at hr@ivs.edu.pk with the position mentioned in the subject line by **Thursday, 05th December 2024**. Only shortlisted candidates will be invited for interviews.