



CAREER OPENINGS
ACADEMICS DEPARTMENT
ASSISTANT MANAGER ACADEMICS

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 - Academics 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:

- Collaborate with Academic Programme Assistants/Officers (APA/APO), faculty, and students to ensure effective academic administrative support.
- Oversee the preparation and timely issuance of critical documents, including semester results, deficiency letters, and important notices.
- Manage and maintain accurate student records, including dropouts, graduate directories, and departmental juror lists.
- Ensure proper documentation of academic timetables, calendars, and course outlines.
- Verify prospective undergraduate and graduate students' admission eligibility by assessing their educational credentials.
- Facilitate admissions processes, including verifying documentation, coordinating interdepartmental transfers, and managing re-enrollment cases.
- Organize semester-wise Board of Studies and Advisory Committee meetings, including scheduling, preparing agendas, drafting minutes, and updating member lists.
- Assist in planning and executing departmental events, such as guest speaker sessions, workshops, juries, and graduations, ensuring all necessary documentation and logistics are in place.
- Supervise the maintenance and security of departmental classrooms, equipment, and multimedia resources in coordination with IT and administrative teams.
- Collect, organize, and provide requested audit data for accreditation bodies, including PCATP, HEC, and CIEC, ensuring compliance with regulatory standards.

Qualifications:

- Minimum Bachelor's degree but preferably Masters from an HEC recognized higher education institution.
- Minimum 3-5 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.
- Strong team building skills and attention to detail

Applications can be submitted electronically at hr@ivs.edu.pk latest by **Friday, 6th December 2024**, with the position mentioned in the subject line. Only shortlisted candidates will be invited for interviews.