



CAREER OPENINGS ACADEMICS DEPARTMENT

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 **Academics Officer** position in our **Academics Department**.

Core Responsibilities:

- Maintain accurate and updated student records
- Manage digital and physical files related to student progression, academic standing, and personal information
- Address student inquiries and assist in resolving academic and administrative concerns
- Facilitate communication between students and academic departments
- Act as a liaison between academic departments, APOs, and the registrar's office
- Ensure timely dissemination of academic schedules, and updates
- Support the admissions process with application processing, documentation, and student onboarding
- Assist in organizing admissions interviews, and enrollment activities
- Assist in the coordination and execution of convocation ceremonies
- Handle day-to-day academic office operations
- Prepare reports, letters, academic calendars, and maintain workflow efficiency

Qualifications:

Bachelor's degree in Administration, or a related field from an HEC recognized institute.

Experience:

Minimum 1–3 years of experience in academic administration or student services.

Skills:

- Excellent communication and interpersonal skills
- Strong organizational and time-management abilities
- Problem-solving and conflict-resolution capabilities
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)

Applications can be submitted electronically at hr@ivs.edu.pk latest by **Friday, 20th June, 2025** with the position mentioned in the subject line. Only shortlisted candidates will be invited for interviews.