# CAREER OPENINGS

## ASSISTANT MANAGER, ACADEMICS
## 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 a contractual position as Assistant Manager Academics in our Academics Department.

**Core Responsibilities:**

The Assistant Manager, Academics plays a key role in supporting and coordinating academic operations, student services, and admissions processes to ensure smooth functioning of the academic office in alignment with the school's goals. Key responsibilities include:

- Manage student data across the academic cycle, including enrollment updates, rejoinders, dropouts, grading sheets, and result dispatch.
- Coordinate with departments and APOs on academic documentation such as course outlines, jury forms, evaluation submissions, and Board of Studies updates.
- Support and monitor the admissions process, including schedule management, data entry, communication with prospective students, and troubleshooting issues in coordination with IT.
- Provide student-facing support services, including handling academic queries, verification requests, graduation clearance, and preparation of degree folders.
- Design and update timetables, academic calendars, and group lists in coordination with departments and IT.
- Assist with institutional audits and quality assurance visits (e.g., HEC, CIEC, PCATP) by organizing required academic records and documentation.
- Contribute to general academic administration and day-to-day coordination to ensure timely execution of academic activities and services.
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**Qualification and Experience:**
- Bachelor's degree in Education, Business Administration, Social Sciences, or a related field is required. A Master's degree will be preferred.
- Minimum 3–5 years of relevant experience in academic administration, student affairs, or a related role within an educational institution or similar environment.

**Required Skills:**
- Academic coordination and scheduling
- Strong written and verbal communication
- Organizational and time management skills
- Problem-solving and issue resolution
- Proficiency in academic software and MS Office tools.

Applications can be submitted electronically at hr@ivs.edu.pk with the position mentioned in the subject line by **23rd July, 2025** mentioned in the subject line. Only shortlisted candidates will be invited for interviews.