



## **CAREER OPENINGS**

### **PROGRAMME ASSISTANT CONTINUING EDUCATION PROGRAMME**

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 Programme Assistant in our Continuing Education Programme Department.

#### **Core Responsibilities:**

- Cater to all inquiries about CEP course offering received via phone, email, and in person. In case of detailed information required, direct queries to relevant CEP staff.
- Regularly scan social media platforms of IVS and CEP for any queries, and report any critical comments to CEP team for timely responses.
- Provide support at the reception as per scheduled timings, and provide information and guidance to students and guests.
- Maintain the contact directory for CEP faculty, alumni and prospective students for effective communication of CEP information.
- Ensure scheduling of activities, acquiring room allocations and resources, handling multimedia, etc. for smooth CEP course organization.
- Liaise with security and admin staff for smooth entry of guests, students and faculty for events and workshops.
- Act as a custodian of CEP workshops and short course attendance records, CEP marketing material, workshop manuals and other documents, and ensure that the front desk has updated hard/soft copies of these.
- Maintain the record for certificate issuance, course batches and final number of participants based on attendance and fee payments.
- Provide support to the CEP team in organizing off and on campus events and activities.

#### **Qualifications:**

- Minimum Bachelor's degree, i.e. 14 years of education from a recognized higher education institution. Design Education will be preferred.
- Minimum of 2-3 years of experience in client handling, preferably work experience with an educational institution.

#### **Required Skills:**

- Proficiency in spoken Urdu and written English.
- Demonstrate expertise in filing, record maintenance, and organization.
- High level willingness to learn and take initiatives.
- Proficiency in Google applications and MS office; prior use of Canva, Adobe Photoshop, etc is desirable.
- Ability to work independently as well as in teams.

Applications can be submitted electronically at [hr@ivs.edu.pk](mailto:hr@ivs.edu.pk) with the position mentioned in the subject line by **Monday, 15th December 2025** mentioned in the subject line. Only shortlisted candidates will be invited for interviews.