

Programme Assistant

Continuing Education Programme

The Indus Valley School of Art and Architecture, a premier degree-awarding institution in Karachi offering programs in Art, Design, and Architecture, invites applications for the full-time position of Programme Assistant in the Continuing Education Programme (CEP).

CORE RESPONSIBILITIES

- Respond to inquiries regarding CEP courses via phone, email, and walk-ins; redirect complex queries to relevant staff.
- Monitor CEP social media platforms and escalate critical feedback to the CEP team.
- Assist at the CEP reception desk, providing information and guidance to students and visitors.
- Maintain updated contact databases of CEP instructors, alumni, and prospective students.
- Support scheduling of classes, room bookings, and coordination of required resources and multimedia.
- Liaise with security and administration for smooth access of guests, students, and faculty during events and workshops.
- Manage attendance records, course documentation, marketing materials, and workshop files (hard and soft copies).
- Maintain records related to certificates, course batches, attendance, and fee submissions.
- Provide administrative support for on-campus and off-campus CEP events and activities.

QUALIFICATIONS

- Bachelor's degree in a relevant discipline from a recognized higher education institution.
- Minimum 2 years of relevant experience in a similar role.

SKILLS

- Proficiency in spoken Urdu and written English.
- Expertise in filing, record maintenance, and organization.
- Willingness to learn and take initiative.
- Familiarity with Canva, Adobe Photoshop, or similar tools will be an advantage.

Applicants can submit their CVs to hr@ivs.edu.pk, mentioning the position in the subject line, by 5th May 2026.