



CAREER OPENINGS
Continuing Education Programme

The Indus Valley School of Art and Architecture (IVS) is a premier, degree-awarding institution in Karachi, Pakistan. Its vision is to impart education in art, design and architecture, create a culture of excellence in research and innovation, contribute towards a just and tolerant society, and enable students to serve as instruments of positive change.

The Continuing Education Programme (CEP) at IVS offers non-credited courses including workshops, diplomas, community-based education, and customized training for diverse audiences.

IVS invites applications from eligible candidates for the following positions:

Assistant Manager, Academic Administration, CEP

The incumbent will be responsible for the academic administration of on and off-campus trainings and course offerings in CEP. Coordination with instructors, course scheduling, maintaining student records and day-to-day coordination will be integral to the position.

Candidates with a Master's degree (16 years of education) in the field of management or social sciences and 5-7 years of experience are encouraged to apply. Candidates with demonstrable experience of academic planning, course and student management with excellent communication and organization skills will be given preference.

Applications should be submitted electronically at hr@ivs.edu.pk latest by June 2nd, 2023, with the position mentioned in the subject line. Only shortlisted candidates will be contacted for further details and interviews.



Indus Valley School of Art and Architecture
Job Description

Job Title	Assistant Manager, Academic Administration	Department/Office	CEP
Job Holder		Job Code	
Job Type	Permanent	Timings	11:00 am – 7:00 pm Alternate Sat: 11:00 to 5:30
Line Manager(s)	Director CEP	Post-Related Allowances	None
Job Aim	The position aims to strengthen the scope and impact of Continuing Education Programme through streamlined and effective implementation of courses, training programmes, and clear communication with instructors, course participants and prospective clients.		
Number of Staff Managed	00	As line manager 00	As Counter signatory 00
Duty and standards – measurable in terms of time, cost, quality or quantity. Please note this list is not to be regarded as exclusive.			
Duty 1 (35%)	Course Coordination and Scheduling		
Specific Responsibilities	<ul style="list-style-type: none"> • Coordinate all details to ensure operational excellence of the certificate courses, trainings and other academic activities organized under CEP. • Work closely with CEP team members, admin/IT and CEP instructors to map out course timetable and scheduling. • Coordinate and plan the necessary advance and contingency arrangements to ensure the smooth and successful execution of CEP academic activities/initiatives including but not limited to certificate courses, workshops, training and guest speaker sessions. • Develop and maintain positive rapport with all IVS Education colleagues. • Work closely with Instructors/Academic & Design colleagues to support the timely compilation, production, and distribution of course materials. • Serve as onsite (and offsite) manager for efficient and effective implementation of trainings and courses. Quick decision making, coordination and clear communication are essential pre-requisites for this. • As needed and directed, research benchmarking data on pricing and services in the market, to improve the department's delivery of services. • Provide support in maintaining and managing various education platforms of CEP (virtual and physical both). • Logistically plan and executive Live Online programs using Zoom. This includes tech troubleshooting, coordination with Instructors /Speakers, IVS IT and CEP team. • Ensure quality of programme content and implementation strategies through coordination with relevant stakeholders, independent research, market analysis, and regular monitoring of course/project implementation. 		
Duty 2 (35%)	Content Enrichment and Communication		

Specific Job Responsibilities	<ul style="list-style-type: none"> • Coordinate and communicate with new and existing course instructors for pitching and finalizing course outline and deliverables. • Enrich discussions related to course proposals through sharing information on market trends, research, and competitors' analysis, other course trends globally or regionally offered. • Draft, edit, proofread, and disseminate external and internal stakeholder communications related to program delivery as needed. • Establish consistent and focused interactions with industry and corporate partners to create an understanding and utilization of IVS-CEP's courses and training for capacity/professional development of their staff. • Support CEP team in organizing and analyzing student information and feedback to identify course corrections, engagement levels and new areas for skills development • Conceptualize and conduct workshops/trainings on areas of professional expertise that are aligned with broader vision and mandate of IVS-CEP • Take lead in implementing projects developed in partnership with industry and corporate entities. • Undertake budgeting, programme monitoring and follow-up as and when required.
Duty 3 (30%)	Course Review and Documentation
Specific Job Responsibilities	<ul style="list-style-type: none"> • Maintain and monitor attendance records, contracts, participant feedback, budget and expenses related to course/programme activities such as final projects and displays, seminars, and provision of art and stationery supply. • Create a comprehensive mechanism and schedule for collecting feedback from course participants and prospective clients on needs, demand, perception and quality of CEP course offerings. Develop synopsis of fundings/analysis to support CEP team and course instructors in incorporating them in programme enrichment. • Utilize all platforms (electronic, print and social media as well as physical events/meetings) to collect information on course experience and quality • Highlight key strategies and indicators based on data/findings that can improve and innovate CEP's courses, coordination and communication. • Help prepare and maintain documents and briefs on CEP initiatives required for reporting to Advisory Council, other statutory bodies or HEC. • Undertake content writing as and when required for IVS-CEP web pages and social media platforms • Assist in drafting press releases and other formal communication required for a range of IVS-CEP initiatives. • Work closely with IVS's communication team along with IVS-CEP design/communication staff to create a repository of information bulletins, videos, etc, to record and showcase the impact of programme initiatives.