



## **CAREER OPENINGS**

### **CONTINUING EDUCATION PROGRAMME ASSISTANT MANAGER- CORPORATE AND SCHOOL RELATIONS**

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 Assistant Manager- Corporate and School Relations position in our Continuing Education Programme Department.

#### **Core Responsibilities:**

- Assist the Director of CEP in developing IVS-CEP's business plan. Engage with stakeholders such as TDAP and industry partners to gather insights research to develop customized proposals, programs and partnerships.
- Support the Director and CEP team in building IVS-CEP's presence within school networks and corporate partnerships. Promote niche services to parents, students, teachers, and management through networking events and informational sessions, while expanding outreach to marginalized communities, artisans, and entrepreneurs.
- Assist in identifying and securing local funding opportunities to ensure program sustainability, resource development, and community impact.
- Assist in preparing indicative budgets for events and programs, ensuring cost-effectiveness and alignment with financial resources while identifying funding sources to cover expenses.
- Analyze student data and feedback to monitor engagement levels, recommend improvements, and identify new skill development areas through data collection and reporting systems.
- Support the CEP team in creating communication strategies to engage key stakeholders, ensuring clear and consistent messaging across digital platforms and PR campaigns.
- Facilitate coordination and communication across internal departments (administration, finance, IT) to support program delivery.
- Assist in planning and executing the customized courses, programs and events with schools, industry, and corporate partners, managing logistics and communication with both internal and external stakeholders.
- Maintain a contact directory of all stakeholders to facilitate effective communication and coordination.
- Perform any other task as assigned by the supervisor.

#### **Qualifications:**

- The minimum requirement for the position is a Bachelor's degree in Business Administration, Management or a relevant field from an HEC-recognized institution.
- Minimum 3-5 years of experience in a higher education setting, preferably in management or a related field, with demonstrated supervisory experience in public relations, business development and event coordination.

#### **Required Skills:**

- Communicate information clearly and professionally in both verbal and written formats.
- Efficiently manage multiple tasks and projects to ensure timely completion.
- Plan and execute projects while effectively overseeing resources and timelines.
- Build strategic partnerships by establishing and nurturing connections with stakeholders.

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, 11th November 2024**. Only shortlisted candidates will be invited for interviews.