



## CAREER OPENING

### Assistant Manager Alumni Affairs

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 newly created position for handling Alumni Affairs.

#### Job Description

The core responsibilities for this position include:

- Identifying, developing, and managing alumni engagement programs and events (in-person, online and hybrid)
- Coordinating with various student groups and the IVS Alumni Association to support and facilitate alumni engagement campaigns and activities by the School
- Supporting alumni-related administrative matters, including responding to public email and call inquiries
- Maintaining an updated database of IVS alumni across all years and programs
- Acting as a liaison between IVS alumni and the School management

#### Qualifications

The minimum required qualification for this position is a Bachelor's degree and two years of relevant work experience.

#### Required Skills

- Excellent written and verbal communication skills
- Attention to detail and ability to follow-up rigorously
- Excellent at multi-tasking
- Proficient in the use of MS Office software

Interested candidates are requested to send their CVs at [hr@ivs.edu.pk](mailto:hr@ivs.edu.pk) with the position mentioned in the subject line by **30<sup>th</sup> March 2024**.