



## Dean's Fellow

The Dean's Fellow works directly with the IVS Dean & Executive Director, contributing to both operations and strategy, and enhancing the effectiveness of the Executive Office. The position requires an eye for meticulous detail and ability to see assignments through, as well as creativity and independent thought.

Some of the core responsibilities include:

- Liaising between the Executive Office and faculty, students and administrative departments at the School.
- Managing communication with external partners and institutions, and their visits to IVS.
- Oversight and coordination of projects.
- Record-keeping and documentation.
- Research and data-gathering, contributing to preparation of reports, presentations and working papers.

Minimum qualifications are a Bachelor's degree from an HEC-recognized institution and at least two years of relevant work experience. Excellent writing and speaking abilities, ability to work under pressure and meet deadlines, and openness to learning new skills are also important requirements.

### **To Apply:**

Complete applications should include a cover letter and a detailed CV. Submit applications electronically at [hr@ivs.edu.pk](mailto:hr@ivs.edu.pk) with the position mentioned in the subject line by the end of Friday, March 10, 2023.



**Indus Valley School of Art and Architecture**  
**Job Description**

|   |   |                   |                             |
|---|---|-------------------|-----------------------------|
| Job Title   | Dean's Fellow   | Department/Office | Executive Director's Office |
| Line Manager(s)   | Dean & Executive Director   | Timings           | 9am to 5pm                  |
| Job Aim   | The position contributes to both operations and strategy in the Office of the IVS Dean & Executive Director. It requires an eye for meticulous detail and ability to see assignments through as well as creativity and independent thought. |                   |                             |
| Number of Staff Managed   | As a Line Manager   | 0                 | As a Counter signatory      |
|   |   |                   | 0                           |
| Finances managed  | N/A   |                   |                             |
| <b>Duty and standards – measurable in terms of time, cost, quality or quantity. Please note this list is not to be regarded as exclusive.</b> |   |                   |                             |
| 1 Duty (50%)  | <b>Oversight and coordination of projects assigned by the Dean/ED</b>   |                   |                             |
| Standards   | In the areas of:<br>Inter-institutional Collaboration<br>Research, Grants, and Innovation<br>Faculty Affairs<br>Student Affairs<br>External Outreach and Communication<br>Structural improvements of processes                              |                   |                             |
| 2 Duty (20%)  | <b>Development of strategic initiatives in academic affairs</b>   |                   |                             |
| Standards   | Support of and follow-up for new programmes, collaborations, and partnerships.  |                   |                             |
| 3 Duty (30%)  | <b>Operational support of the Dean/ED's Office</b>  |                   |                             |
| Standards   | Record-keeping and documentation<br>Liaison with Administrative Offices<br>Managing the schedule of meetings and visits for the ED<br>Coordination and support with IVS Board of Governors' meetings and committees                         |                   |                             |