

The logo for the Indian Institute for Human Settlements (iihs) is located in the top left corner. It consists of the lowercase letters 'iihs' in a white, sans-serif font, with a registered trademark symbol (®) to its upper right. The logo is set against a dark red rectangular background.

iihs[®]

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Assistant/ Associate –
Academic Administration

About Us

The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed national university of eminence for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will be an institution of eminence that will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

About the Urban Fellows Programme (UFP)

India's urban transition is unprecedented in scale and complexity. Within it lie both the opportunities of increased economic growth and employment as well as the challenges of persistent inequality, extreme deprivation and environmental degradation. IIHS has been running the Urban Fellows Programme to foster a new generation of urban practitioners and change makers, to become part of shaping this transition.

The Urban Fellows Programme (UFP) is a scholarship-based, nine-month, full-time, residential, inter-disciplinary fellowship for recent graduates and young professionals from varied educational backgrounds or practice domains.

Job Description

IIHS seeks an Administrative Assistant for the Urban Fellows Programme (UPF), to provide administrative support to UFP faculty and staff. The role primarily involves performing general administrative tasks as well as providing specific support during all stages of the programme, in addition to preparing and organising online and on-campus classes, meetings, workshops and events.

The incumbent will work both independently and as a member of a team, and must have the ability to interact effectively and professionally with various teams at IIHS, co-workers, faculty members, and students.

Activities and Tasks

The Assistant/ Associate – Academic Administration would be required to perform a wide variety of assignments, some of which may be confidential in nature.

Responsibilities would include, but not be limited to, the following:

- Running the logistics and operational requirements daily and throughout the programme in coordination with relevant teams across IIHS; serving as a liaison with other departments on administrative and operational matters;
- Keeping track of various calendars for academic classes, UFP activities and IIHS events; actively communicating and assisting in changes and updates;

- Maintaining the filing system, compiling and organising data as required; maintaining and updating UFP records and documents with a high degree of accuracy and attention to detail;
- Assisting in creating forms, gathering and organising responses from Fellows and Faculty of the programme as required to manage and organize programme functions and various activities;
- Assisting the IIHS Learning & Development team to run language support classes for UFP Fellows; assisting the Academic Office to coordinate with various IIHS Labs and teams to produce digital and print collaterals at various stages of the programme.
- Performing basic, routine bookkeeping functions, which may involve simple billing, creating purchase requests, responding to invoices and cash receipt activities;
- Responding to phone calls related to the UFP and assisting in active communication via email and phone calls at all stages of the Programme;
- Participating in activities of Institution-Building at IIHS; attending IIHS events and UFP events; carrying out tasks as assigned by IIHS, and performing miscellaneous job-related duties as assigned.

Structure and Reporting

The Assistant/ Associate – Academic Administration will report to the Senior Manager – Academic Office and will be required to collaborate effectively with the Academic Committee, a diverse group of internal teams and external individuals/ organisations, and students.

Person Specification

The ideal candidate should have:

- A Bachelor's or Master's degree in business administration, marketing, communication or related field with at least 2 years of relevant experience;
- Experience in academic administration with the ability to maintain records and calendars, and schedule appointments;
- Proficiency in English (verbal and written); and the ability to communicate effectively, both orally and in writing; ability to create, compose, and edit written materials;
- Ability to understand and follow specific instructions and procedures;
- Ability to maintain the confidentiality of records and information;
- Strong attention to detail, and rigor of approach in any task taken up;
- Organising and coordinating skills;
- Multi-tasking ability and resourcefulness;
- A high degree of agility to deal quickly and effectively with logistical and operational issues as and when they occur;
- The flexibility and willingness to stretch beyond office hours as needed by the role;
- Technology: Data entry skills; working knowledge of basic software (MS Office and Adobe), Google Forms and Spreadsheets; organising and maintaining records of online meetings on Zoom, Skype, GMeet, MS Teams, etc.

This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with IIHS cannot be undertaken.

The search will remain open until the position is filled.

Location

This position is based in Bengaluru and may entail travel to other locations in India.

Review and Assessment

The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

Diversity Policy

IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

To apply

If you are interested to explore this opportunity with us, please fill the online application form by clicking [here](#). (You can also click on the “Apply Now” button at the end of the Job Description displayed on the website).

Contact

Please write to us at hr@iihs.co.in if you need any clarifications while filling the online application form.



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