

JOB DESCRIPTION

Assistant for Academic Administration
- Urban Fellows Programme

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

The assistant for Academic Administration will support the UFP faculty, learners and IIHS staff on a range of general administrative, operational and logistical tasks related to daily requirements of the programme and UFP events. UFP events include the mid-term and final presentations of Practica and Projects; Masterclasses; course specific site visits within Bengaluru; panel discussions or workshops involving UFP Fellows and IIHS Alumni; orientation for the incoming batch; graduation and alumni events.

The incumbent will work in close coordination with IIHS Staff across various teams to ensure the smooth functioning of the programme at the classroom level as well as at the backend support. The role requires following the UFP timeline and processes throughout all stages, and interacting effectively and professionally with all stakeholders.

This could be either a regular position or an 11- month contractual engagement, renewable on mutual consent, with the potential to turn into a regular position over time.

Activities and Tasks

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

- Providing support for regular UFP events: this includes coordinating the logistics with relevant IIHS teams for space arrangements; IT support; arrangements of external resource persons and reviewers; local transportation and F&B requirements on the day of the event, and response protocols for dynamic needs or emergencies;

- Running the logistics and operational requirements daily and throughout the programme in coordination with UFP Faculty and relevant IIHS teams: this includes classroom space arrangements; setting up, communicating and troubleshooting online meeting details for courses; supporting UFP Faculty with teaching collaterals including library resource and printing assistance; assisting the learners for IT/Library/Course material requests, etc.;
- Assisting with efficient and timely communication between the Academic Office and other teams on routine administrative and operational matters including vendor management; basic bookkeeping functions, which may involve simple billing, creating purchase requests, responding to invoices and cash receipt and payment processes on the ERP; and responding to dynamic changes to learners' daily F&B and local transportation logistics;
- Keeping track of multiple 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 operational records and documents with a high degree of accuracy and attention to detail;
- Assisting Academic Office staff in managing the arrangements for critical activities like learner testimonials, interviews, internship workshops and interviews, faculty meetings, exposure visits, graduation day and Alumni reunion/chapter 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 and supporting in other activities of the Urban Fellows Programme at IIHS as necessary; and performing miscellaneous job-related duties as assigned;
- Providing support to other IIHS activities including academics, research, training, practice, operations and others;
- Participating in all activities of Institution-Building at IIHS; carrying out tasks as assigned by IIHS; and traveling on IIHS work within or outside the country as and when needed.

Structure and Reporting

The assistant for Academic Administration will be an External Consultant coordinating with the Senior Manager - Academics at IIHS and will be required to collaborate effectively with the Academic Committee, along with 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;
- Sectoral knowledge in the field of Urban Studies or related fields will be an added advantage;
- 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;
- 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;
- Good interpersonal skills and experience of working in teams, to better liaise with fellows, staff and faculty on a daily basis.

This could be either a regular position or an 11- month contractual engagement, renewable on mutual consent, with the potential to turn into a regular position over time. 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.



IIHS Bengaluru City Campus

197/36, 2nd Main Road, Sadashivanagar, Bengaluru 560 080. India.
T: +91 80 6760 6666 | F: +91 80 2361 6814

IIHS Chennai

Floor 7A, Chaitanya Exotica, 24/51 Venkatnarayana Road, T Nagar Chennai
600 017. India. T: +91 44 6630 5500/6555

IIHS Delhi

803 Surya Kiran, 19 Kasturba Gandhi Marg, New Delhi 110 001. India.
T: +91 11 4360 2798 | F: +91 11 2332 0477

IIHS Mumbai

Flat No.2, Purnima Building, Patel Compound, 20-C, Napean Sea Road,
Mumbai 400 006. India. T: +91 22 6525 3874

www.iihs.co.in