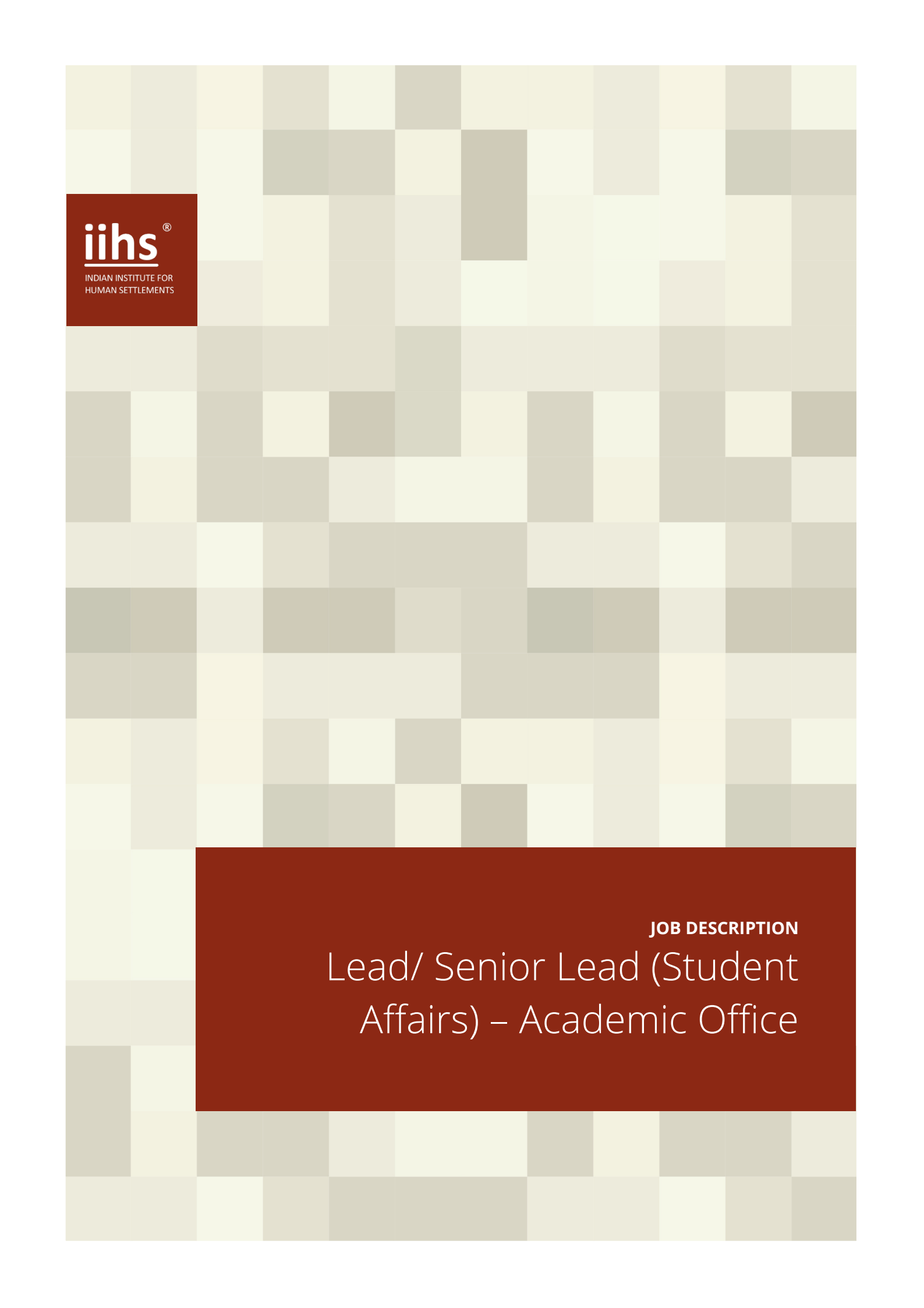




iihs[®]

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Lead/ Senior Lead (Student
Affairs) – Academic Office

About Us

The Indian Institute for Human Settlements (IIHS) is an interdisciplinary knowledge institution and distinct university, committed to the equitable, sustainable and efficient transformation of Indian settlements. It conducts an integrated programme of quality campus-based teaching and research, applied research/ practice-based work to deliver large-scale impact, training and lifelong learning for working professionals as well as blended learning. IIHS brings together theory and praxis around India-centric knowledge and applied research, while engaging with and drawing from knowledge across the globe.

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

About IIHS University

The IIHS (Institution Deemed to be) University is dedicated to the transformative opportunities of urbanisation, and is recognised by the Ministry of Education, Government of India, as a unique and distinct Institution Deemed to be University.

We are a rare educational institution that brings together teaching, research and applied research to focus on the equitable, sustainable, and efficient transformation of India's cities, towns and villages.

For more information, please see <https://www.iihs.ac.in>

About the IIHS Academic Programmes and Schools

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' academic programmes aim to foster a new generation of urban practitioners and change makers, to become part of shaping this transition.

The academic programmes are supported by the five interdisciplinary IIHS Schools: School of Environment and Sustainability (SES), School of Systems and Infrastructure (SSI), School of Economic Development (SED), School of Human Development (SHD) and School of Governance (SoG). Each School has a particular transformational theme and a set of teaching, research and practice projects and programmes within it. Collectively, the five schools systematically address a wide range of urban issues, from questions of livelihood and economic development, access to basic infrastructure, affordable housing and healthcare for all, to tackling climate change and land governance.

Job Description

IIHS is looking for a proactive and process-oriented Lead/ Senior Lead who can help design and manage an integrated system of structuring student life at IIHS University. This includes working closely with the Academic Office and the Office of Mental Health to address different aspects of student life on campus: the design of learning environments and pedagogical support; dispute and conflict resolution; creating a vibrant socio-cultural landscape; structuring student participation in different University processes; and peer relations, among others. The candidate will be tasked with translating the University's commitments as reflected in its core curriculum into practice.

As part of the Academic Office at IIHS, the candidate will establish a core area of work that aims to provide a safe, supportive, and inclusive space for students in the University's academic programmes.

Activities and Tasks

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

- Working with the Programme Directors of the Post- and Under-graduate programmes;
- Designing a set of programmatic options that include:
 - models of learning support;
 - designing systems for conflict resolution among students as well as building student capacities for respectful peer engagement in diverse student bodies;
 - working closely with the Office of Mental Health to support community-based, peer support programmes for student well-being; and
 - creating systems for student activities, including associations, clubs, and events;
- Ensuring these support systems cater to a student body that is diverse across sexuality, gender, caste, religion, language, region, including first-generation learners;
- Managing the Office post its establishment, including operationalising all programmatic activities in collaboration with the staff of the Office;
- Setting up systems of record keeping with an emphasis on strict confidentiality and privacy;
- Engaging closely and deeply with students throughout the academic year personally and through staff at the Office, including regular interactions and one-on-one conversations in addition to programmed activities;
- Building the capacity of IIHS faculty, staff, and administration to be aware of and appropriately respond to different aspects of student life;
- Engaging with IIHS faculty on questions of inclusion in the curriculum including aiding faculty in reflecting student lifeworlds in pedagogy and learning;
- Teaching in the IIHS Master's and Undergraduate programmes;
- Raising additional resources for new projects and services provided by the Office through grants or donations;
- 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 position will report to the Academic Programme Director (APD) - Masters Programmes at IIHS and will be required to collaborate effectively with a diverse group of internal teams and external individuals/ organisations, and students.

Person Specification

The ideal candidate should have:

- A Master's or PhD degree in Social Sciences, Humanities, Psychology, Education, or a related discipline with at least 15-20 years of relevant experience;

- An established professional history of engagement in University administration; ideal candidates will have experience in institutional-building or setting up teams, programmes, or offices;
- Experience in supporting student affairs across under- and post-graduate programmes in an institutional setting, and previous experience working with young people/ students in academic settings;
- The ability to maintain confidentiality of records and information, and experience in managing the same;
- Proficiency in English (verbal and written) and professional fluency in at least one other Indian language;
- The ability to independently establish a working protocol for a team and maintain effective coordination with multiple related functions and programmes – the Academic Office, Office of Mental Health, Research, Practice, Capacity Building, Administration, Finance, and People Function teams, among others, to ensure adherence to programme schedules and procedures;
- A high level of organisational capability, including the ability to establish and maintain effective systems, procedures, and processes, and to manage competing demands and deadlines without compromising quality;

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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