Reference No: IIITS-2017-01-Manager-Student Affairs, dt.13-Feb- 17

Job Opening Date: 13th February, 2017   Job Closing Date: 28th February, 2017

Position: Manager – Student Affairs

Job Description:

Advances student development and learning; fosters community engagement; promotes diversity, inclusion and respect; and empowers students to thrive. Reports to the Director-Institute

Job Responsibilities:

- Responsible for day-to-day operations of functions under Student Affairs including career center, co-curricular activities, sports & events, volunteer activities, brand building, alumni relations.
- Study programs offered at benchmarked universities and come up with initiatives and programs.

Skills and Experience:

Required:
- Master's Degree (full time) from premier institute in HR or General Management or Mass Communications.
- A minimum of 10 years of experience with 5 years in a leadership role
- Excellent oral, written, presentation and interpersonal skills delivered in a manner appropriate to the audience
- Has been an all-rounder in the School and/or University days.

Preferred:

- Preference would be given to candidates with experience in similar role

Grade: G3

Type of role: Full Time

Location: Sri City, AP

Compensation: Similar to IITs

Start Date: Immediate/a.s.a.p.

Note:

1. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for a written test/skill test/interview, etc.

2. The Institute reserves the right to hold written test / skill test / interview as the case may be to select candidates for these positions.

3. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof and also to re-advertise the posts if no suitable candidates are found. Decision of the Institute will be final and binding in this regard.

4. The Institute reserves the right to relax any of the qualifications and/or experience in exceptional cases of meritorious candidates. Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s). The Institute reserves the right not to fill any/some posts herein advertised. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "Interim Enquiry will not be Entertained."

5. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for interview. The Institute reserves the right not to fill up all advertised post(s), cancel the advertisement in whole or in part without assigning any reason and its decision in this regard shall be final.

About IIITS:

Indian Institute of Information Technology Chittoor, Sri City, Andhra Pradesh is a Research and Teaching Institute focused on the core areas of Information Technology: Computer Science, Electronics and Communications, and their applications in other domains. The Institute focuses on development of Technology and Applications that can be transferred for use to Industry and Society.

IIIT is an Institution of National Importance setup by Government of India (MHRD), Government of Andhra Pradesh and Industry Partners (represented by Sricity Foundation) as a not-for-profit Public Private Partnership (N-PPP) Society

Apply with your detailed resume at careers@iiits.in.

Sd/-

Mentor Director