

Position:	Academic Officer - Operations
Job Description:	IIHMR University is seeking a dedicated and detail-oriented Academic Officer - Operations to join our team within the Registrar's Office. This role plays a vital part in supporting academic administration, ensuring statutory compliance, and facilitating smooth academic operations across the institution.
Qualification:	MBA or an equivalent postgraduate degree.
Required Skills:	<ul style="list-style-type: none"> ▪ Good written communication and strong interpersonal skills to deal with individuals at various levels, Excellent IT skills with experience in admission platforms, Excellent Analytical skills, well organised and able to prioritize and work under pressure.
Required Experience:	<ul style="list-style-type: none"> ▪ 3+ years of experience working in an administrative role within the education sector. ▪ Experience of working with academics and students and dealing with frequent queries on various matters.
Key Responsibilities:	<ul style="list-style-type: none"> ▪ Draft and finalize the academic calendar with HoD and assist in preparing annual faculty load details. ▪ Draft and send invitation letters to faculty and guest lecturers. Manage honorarium payments and records. ▪ Arrange classrooms weekly and ensure smooth course operations. Coordinate course schedules with HoD and departments. ▪ Draft and circulate notices for new students on orientation and reporting formalities. ▪ Prepare and distribute the student handbook. ▪ Organise student reporting, verify documents, and maintain personal files in both hard and soft copies. ▪ Track and follow up on incomplete student documents during admissions. ▪ Prepare student lists for insurance and renewals, and coordinate with HR for timely distribution of insurance cards. ▪ Share student lists with IT for email, internet, and CollPoll IDs, and with the library for temporary library cards. ▪ Coordinate with faculty on course materials, handle printing, and distribute them to students while maintaining records. ▪ Draft guidelines for summer training, dissertations, and internships for second-year students. ▪ Track student attendance and prepare short attendance reports. ▪ Collect and manage course and module feedback from faculty and students. ▪ Allocate enrollment numbers, form student committees, and maintain records. ▪ Assign mentors to first-year students and guides to second-year students, and handle reassignments if needed. ▪ Oversee stream selection for second-year MBA students. ▪ Regularly update students on events, guest lectures, meetings, and other reminders. ▪ Draft circulars for elective courses and manage student registrations. ▪ Provide academic information to government bodies, ranking agencies, and internal departments as needed. ▪ Consolidate the curriculum for all programs annually. ▪ Perform any other tasks assigned by the HoD.
<p>To Apply: Mention the position you are applying for in the email subject line and send your updated CV to hrd@iihmr.edu.in</p>	