

Date: 18 Apr 2023

**ENGAGEMENT OF PROGRAM ADMINISTRATOR (INTERNATIONAL AND ALUMNI AFFAIRS) ON CONTRACT BASIS**

IIT Tirupati is inviting applications for the position of **Program Administrator (International and Alumni Affairs)** on contract basis. The requisite details are given below.

1	<b>Age</b>	Preferably less than 45 years.
2	<b>Educational qualifications</b>	Master's degree with 50% or equivalent in any discipline from a recognized Institute and a bachelor's degree with 50% or equivalent in any discipline with from a recognized Institute.
3	<b>Experience</b>	<b>Essential:</b> Minimum 03 years of relevant work experience in an administrative role in an international higher educational organisation or a similar environment. <b>Desirable:</b> The candidate must have excellent English language communication skills, both written and verbal, strong organization skills and the ability to manage multiple projects simultaneously. They must also be proficient in Microsoft Office. Foreign Language skills are a plus.
4	<b>Job Description</b>	IIT Tirupati has an ambitious internationalisation strategy and growth plan. The Program Administrator will be responsible for coordinating/administrating activities under three broad verticals.  a. International affairs: internationalization activities such as drafting MoUs, coordinating faculty and student exchange (both inbound and outbound), international student admissions, liaising with embassies and universities in different countries, facilitating international events/visits on campus, conducting outreach activities.  b. Alumni Engagement: Maintaining alumni database, organizing networking session/reunions, alumni newsletters, social media outreach/LinkedIn profile.  c. Development office: Spearheading various developmental and fund-raising initiatives from various donors including Alumni/CSR/Friends of IIT for institute development, scholarships, awards, chair professorship etc.  Each of these verticals is headed by a faculty advisor, who report to the Dean, and the selected candidate will be reporting to the faculty advisors. As the international and alumni office is currently in a nascent stage, the role will require the person to set-up the office and streamline the activities from the ground up.
5	<b>Remuneration</b>	Rs.60,000 - 80,000/- per month (Consolidated), commensurate with experience
6	<b>Duration of appointment</b>	Initially, for one year and may be extendable depending upon the performance.
7	<b>No of Vacancies</b>	01 (ONE)

### **Application Procedure:**

Interested candidates should send 1) a two-page CV (preferably with the LinkedIn profile) 2) self-attested copies of relevant certificates 3) a covering letter highlighting your relevant experience and clearly mentioning why you'd be a great fit for the role 4) recommendation letter from the recent employer. All the documents should be sent as a SINGLE combined pdf file by email to [advisor\\_ja@iittp.ac.in](mailto:advisor_ja@iittp.ac.in). The last date for sending applications is **05th May 2023**.

- a) Only shortlisted candidates will be called for the selection process (offline), and the list of shortlisted candidates list will be published on the website.
- b) The decision of the Institute will be final regarding shortlisting, final selection and pay fixation.
- c) The appointment can be terminated at any time on either side by giving one month notice without assigning any reason.
- d) The appointee shall not be entitled to any benefits like Provident Fund, Pension, Gratuity, Medical, Seniority, Promotion etc. or any other benefits available to regular employees.
- e) The appointee will not be granted any claim or right for regular appointment to any post under IIT Tirupati.
- f) Medical fitness certificate from the competent medical authority must be produced at the time of appointment.
- g) The appointee is not entitled for any TA for attending the selection process or joining IIT Tirupati upon selection.
- h) If any declaration given or information furnished by him/her proves false or if he/she is found to have wilfully suppressed any material, information, he/she will be liable for removal from contract and such other action as IIT Tirupati administration may deem necessary.