

IIIT-B Invites Applications for the post of Staff Officer to Dean

Last date for receipt of applications is April 15, 2025. Details are as follows: -

Designation	Staff Officer to Dean
Job Description	<ul style="list-style-type: none">• Provide administrative support to Dean (Faculty) and Dean (Academics)• Prepare minutes of the meetings for senate and faculty selection and promotion committees• Provide admin support for faculty selection and promotion• Process approvals and payments for visiting and adjunct faculty, faculty candidates and faculty search committee experts expenses• Maintain faculty records such as leave records, travel fellowship details, conference support, leave encashment, seed grant etc.• Provide attendance records of faculty to finance for salary processing• Support PHD scholarships and faculty grants• Process payments for teaching assistants, dean's list students and other such payments• Process payments and preparation of reports for various funding agencies such as MEITY, Infosys foundation etc• Carry out work related to Chair Professorships• Coordinate logistics for visitors (accommodation and logistics)
Qualifications, Experience and Skills needed	<ul style="list-style-type: none">• Any graduate from recognized university• Minimum 5-7 years of experience with hands on experience in drafting documents and presentations• Secretarial experience (preferred)• Excellent communication skills in English, Kannada and Hindi• Ability to use standard software packages like MS Word, Excel, PowerPoint, Office 365 etc• Candidates with prior experience in universities / colleges with good knowledge on the functioning of Higher Education Institutions will be preferred.
Pay and Allowances	As per norms of the institute
Last date for applications	Interested candidates are requested to fill in the form below along with resume latest by April 15, 2025 https://forms.gle/Kqzkm7ueQFQaBvz56

	Kindly contact HR – hr@iiitb.ac.in in case you face an issue in filling the form
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