

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

Last date for receipt of applications is March 31, 2025. Details are as follows: -

Designation	Staff Officer to Dean
Job Description	<ul style="list-style-type: none">• Be staff officer to Dean (Academics) and Dean (Faculty) and carry out staff duties and manage the affairs of the Office of Deans• Provide Secretarial support to Deans• Prepare minutes of the meeting for senate and faculty selection and promotion committee meetings• Logistics arrangements for faculty selection and promotion committee experts and candidates• Coordinate Visiting and adjunct faculty recruitment and support• Process approvals and payments for visiting and adjunct faculty• Process payments relating to faculty candidates and faculty search committee experts expenses• Prepare Faculty offers and extensions• 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• Coordinate with MIETY for Visvesvaraya PHD scholarship and YFRF faculty grant• Process payments for teaching assistant, dean's selection students and other such payments• Process payments and preparation of reports for various funding agencies such as MIETY, Infosys foundation etc• Carry out work related to Infosys Foundation Professorship such as grant follow up, reports, payments etc• Coordinate logistics for visiting delegates (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• Working knowledge of short hand (preferred)• Ability to use standard software packages like MS Word, Excel, PowerPoint, Office 365 etc

	<ul style="list-style-type: none">• 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	<p>Interested candidates are requested to fill in the form below along with resume latest by March 31, 2025</p> <p>https://forms.gle/Kqzkm7ueQFQaBvz56</p> <p>Kindly contact HR – hr@iiitb.ac.in in case you face an issue in filling the form</p>