

IIIT-B Invites Applications for the post of Coordinator – Office of HoD's

Last date for receipt of applications is May 8, 2026. Details are as follows: -

<b>Job Brief / Description</b>	<p>The Coordinator, HoD's Office, will be responsible for providing seamless administrative and operational support to the Heads of the four departments, ensuring efficient coordination and communication. The key responsibilities include:</p> <ul style="list-style-type: none"><li>● <b>Administrative Support</b><ul style="list-style-type: none"><li>○ Provide day-to-day administrative assistance to all Heads of the Departments (HoDs)</li><li>○ Organize and maintain departmental records, files, and documents.</li></ul></li><li>● <b>Meeting Coordination &amp; Documentation</b><ul style="list-style-type: none"><li>○ Schedule, organize, and coordinate all meetings chaired or convened by the HoDs.</li><li>○ Prepare and circulate agendas, minutes, and action points for departmental meetings.</li><li>○ Follow up on decisions and action items from meetings to ensure timely execution.</li></ul></li><li>● <b>Academic Coordination</b><ul style="list-style-type: none"><li>○ Assist in the preparation and periodic review of curriculum and syllabus documents.</li><li>○ Support HoDs in academic planning, including faculty workload distribution and scheduling.</li><li>○ Draft academic reports, proposals, and documentation as required.</li></ul></li><li>● <b>Timetable &amp; Scheduling</b><ul style="list-style-type: none"><li>○ Assist in maintaining academic timetables for all four departments, ensuring smooth coordination of faculty and student schedules.</li><li>○ Liaise with faculty members to address scheduling conflicts and adjustments.</li></ul></li><li>● <b>Stakeholder Communication &amp; Reporting</b><ul style="list-style-type: none"><li>○ Act as a central point of contact for internal and external communication related to departmental matters.</li><li>○ Prepare reports, presentations, and briefing materials for various stakeholders, including faculty, administration, and external bodies.</li></ul></li></ul>
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	<ul style="list-style-type: none"> <li>○ Facilitate coordination between the HoDs and other departments, Deans and Registrar ensuring effective information flow.</li> </ul>
<b>Educational Qualification</b>	<ul style="list-style-type: none"> <li>● Any Graduate</li> <li>● Excellent communication skills &amp; positive attitude</li> <li>● Self-starter who can assume responsibility and execute work flawlessly</li> <li>● Team Player</li> </ul>
<b>Experience and skills required</b>	<ul style="list-style-type: none"> <li>● One to Three years experience</li> <li>● Experience in universities / higher education institutions preferred</li> <li>● Proficiency in MS Office</li> </ul>
<b>Joining</b>	Immediate
<b>Last date for applications</b>	<p>Interested candidates are requested to fill in the form below along with resume latest by May 8, 2026</p> <p><a href="https://forms.gle/Vv6Lx8J4BiTQwXWF9">https://forms.gle/Vv6Lx8J4BiTQwXWF9</a></p> <p>Kindly contact HR – <a href="mailto:hr@iiitb.ac.in">hr@iiitb.ac.in</a> in case you face an issue in filling the form</p>