IIITB Invites Applications For The Post Of Admin Associate, Continuing Professional Education (CPE)

Last date for receipt of applications is November 15, 2026. Details are as follows: -

Job Brief	The Admin Associate will be responsible for providing administrative and operational support to the CPE team. The role involves coordinating with internal and external stakeholders, maintaining student and academic records, supporting academic processes, handling finance-related administrative activities, and assisting in the execution of key programme events and activities.
Job Description	• Respond to learner, faculty, internal, and external stakeholder emails and queries on a day-to-day basis. • Analyse learner grades and prepare, verify, and update final grades in the respective gradesheets. • Maintain accurate and up-to-date student/learner records and ensure proper documentation and record keeping. • Prepare expense forms, compile supporting documents, and coordinate with the Finance team for timely submission and processing. • Process faculty/professor honorarium on a monthly basis, ensuring the required documentation and approvals are in place. • Coordinate with internal and external teams for the planning and execution of **Graduation Ceremonies, Immersion Programmes, Basecamps**, and other programme-related activities. • Coordinate with faculty, programme teams, vendors, and external partners to ensure smooth execution of assigned activities. • Provide administrative support for academic programmes, including maintaining schedules, records, reports, and other programme documentation. • Assist with finance-related administrative activities and demonstrate an understanding of basic financial processes, documentation, and approvals. • Prepare and maintain reports, trackers, presentations, and other administrative documents as required. • Ensure timely follow-up on pending tasks and coordinate with relevant stakeholders for closure. • Maintain confidentiality and accuracy while handling learner, faculty, academic, and financial information. • Take up other administrative and programme-related responsibilities as assigned by the reporting manager. • Flexible to work on weekends if required.

	• Plan & Conduct end to end event.
Educational Qualification	• Graduate degree in any discipline. • Good working skills in MS Excel, MS Word, MS PowerPoint • Good written and verbal Communication Skills • Good Coordination Skills with multiple stakeholders • Basic understanding of Finance expense processing, invoices, honorarium, supporting documents, and finance-related workflows. • Record Management of student and programme
Experience and skills required	• Prior 5 years experience in administration, academic administration, programme coordination, or a similar role will be an advantage. • Candidates with experience in an educational institution, training organisation, or programme management environment will be preferred.
Joining	Immediate
Last date for applications	Interested candidates are requested to fill in the form below along with resume latest by November 15, 2026 https://forms.gle/Tp9oW25bexyaqLDP9 Kindly contract HR – hr@iiitb.ac.in in case you face an issue in filling the form