



**INTEGRAL
UNIVERSITY**
LUCKNOW - INDIA



INSPIRING EXCELLENCE

(Established under U.P. State Act. No. 9 of 2004 by (U.P.) State Legislation) Approved by UGC under Sections 2(f) and 12B of the UGC Act, 1956,

Dasauli, Kursi Road, Lucknow-226026 (U.P.) India

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Adv. No. 04/2025

POSITIONS VACANT

Dated : 25-04-2025

Office Executive - International Affairs

Directorate of International Affairs

Location: Integral University, Lucknow, Uttar Pradesh

Reporting To: Manager/Assistant Manager – International Affairs

Position Type: Full-Time

Position Overview

The Office Executive will support the day-to-day operations of the International Affairs department by managing administrative tasks, assisting international students, and coordinating events.

Key Responsibilities

- Assist in maintaining student records, documentation, and correspondence.
- Provide support to international students on admissions, visa, and campus processes.
- Coordinate logistics for events like Orientation and Graduation Day.
- Handle daily office tasks and liaise with internal departments.
- Support in maintaining compliance-related records and reports.

Qualifications

- Bachelor's degree in any discipline.
- **1–2 years of experience**, preferably in the education sector. Freshers may apply.
- Good communication and organizational skills.
- Proficiency in MS Office (Word, Excel, PowerPoint).

Compensation

Commensurate with qualifications and experience as per university norms.

Interested candidate may apply online at www.iul.ac.in before **05.05.2025**

Registrar

RANKED AMONGST

THE TOP TWO PRIVATE UNIVERSITIES
of Uttar Pradesh in
INNOVATION & RESEARCH

Source : Scimago Institutions Ranking 2019



Recognised as a Scientific & Industrial
Research Organisation by the Department of
Scientific & Industrial Research, Ministry of
Science & Technology, Govt. of India.