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Adv. No. 03/2025

POSITIONS VACANT

Dated : 25-04-2025

Manager / Assistant Manager - International Affairs
Directorate of International Affairs

Location: Integral University, Lucknow, Uttar Pradesh

Reporting To: Executive Director, Directorate of International Affairs

Position Type: Full-Time

Position Overview

The Manager/Assistant Manager in the Department of International Affairs will support and strengthen the university's internationalization efforts. This role involves liaising with global institutions, overseeing the welfare of international students, supporting international partnerships, and promoting mobility programs.

Key Responsibilities

1. International Partnerships & Collaborations

- Identify and develop academic and research collaborations with foreign universities, institutions, and organizations.
- Coordinate MoUs and partnership agreements with international entities.
- Facilitate faculty and student exchange programs, joint research projects, and international conferences/seminars.

2. International Student Recruitment & Support

- Coordinate international student admissions in collaboration with the admissions department.
- Manage communication with international applicants and agencies.
- Support international students with orientation, visa processes, accommodation, and integration into campus life.

3. Administration & Documentation

- Maintain accurate records of international collaborations, agreements, and student databases.
- Prepare reports, proposals, and presentations related to international initiatives for internal and external stakeholders.
- Assist in ensuring compliance with UGC, AIU, FRRO, and other relevant regulatory bodies.

4. Promotion & Outreach

- Represent the University at international education fairs, exhibitions, and forums.
- Develop promotional materials and digital content targeting international audiences.
- Maintain and update the international affairs section on the university website and social media channels.

5. Events Management

- Plan, organize, and manage key events such as: Graduation Day for International Students
- Introduction/Orientation Programs for International Students
- International cultural exchange events, workshops, and student engagement initiatives.
- Coordinate logistics, communication, and student participation for international events.

6. Strategic Planning & Support

- Contribute to the development and implementation of the university's internationalization strategy.
- Conduct market research and data analysis to identify opportunities for expansion in key regions.
- Provide support in planning and hosting international delegations and visitors.

Required Qualifications and Skills

Education:

- Master's degree in Business Administration/International Relations, Education Management, Business Administration, or a related field.

Experience:

- For Manager: Minimum 5–7 years of experience in international education, institutional partnerships, or related areas.
- For Assistant Manager: Minimum 2–4 years of relevant experience.

Skills:

- Excellent communication and interpersonal skills.
- Strong organizational and project management abilities.
- Proficiency in MS Office, CRM tools, and international student management systems.
- Ability to work in a multicultural environment.
- Knowledge of visa processes, FRRO regulations, and international academic trends.

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



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