



**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](http://www.iul.ac.in) before **15.05.2025**

**Registrar**

RANKED AMONGST

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

Source : Scimago Institutions Ranking 2019



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