



RECRUITMENT - ADMINISTRATIVE POSITIONS

IMI Bhubaneswar invites applications for the following administrative positions:

- **Chief Administrative Officer**
- **Senior Manager – Admissions and Marketing**

For above positions, contractual appointments will be considered.

Salary and perquisites shall commensurate with the qualification and experience; and as per IMI rules.

Interested candidates meeting the qualifying criteria may apply through the revised Proforma available in IMI Bhubaneswar's website career page (www.imibh.edu.in) and submit the application to career@imibh.edu.in with a clear subject line "Application for the post of _____". The last date to apply is 1st July 2024.

Job Description – CAO

Roles and Responsibilities:

- Administration
 - HR policies implementation
 - Employee and student welfare
 - Safety of all employees and students
 - Discipline administration on campus
 - Vendor selection
 - Procurement & insurance
 - Co-ordination with all the Government departments related to IMI like AICTE, Fire, BMC/IDCO/BDA, Police, etc.
 - Convocation/ Events arrangements
- Facilities
 - Campus upkeep
 - Security
 - Catering
 - Housekeeping
 - Renovations, modernization projects and New civil projects
- Compliance
 - AICTE
 - Fire
 - BMC/IDCO/BDA
 - Police
- Legal
 - Contracts
 - Litigation
- Other IMI campuses
 - Collaborate with other IMI campuses for synergy in Admin function

Key Skills:

- Excellent written and verbal communication skills
- Good interpersonal skills
- Good negotiation skills
- Collaborative working style
- Proficient in Microsoft office tools

Required Education and Experience:

- Master's degree from a premier institute or recently retired senior armed forces officer
- At least 20 years of experience in administration
 - Out of which at least 3 years should be in higher education

Reporting:

Director

Compensation and Benefits

- As per the Industry Standards and IMI Service Rules

Manager / Senior Manager, Admissions & Marketing

Role Summary:

The position holder will lead the Admissions Office of the Bhubaneswar Campus of International Management Institute to plan and execute all aspects of a highly efficient marketing and admissions process. The incumbent position is based at IMI Bhubaneswar campus. The position holder is required to take initiatives to engage with, and deliver a world-class admissions experience to aspirants, parents, and other stakeholders.

The position holder reports to the Director of IMI Bhubaneswar.

Job Responsibilities:

- **Admissions Process**: end-to-end operational responsibility of the admissions process for all long duration & full-time programmes of IMI Bhubaneswar, including application process and timelines, applicant profile review and verification, candidate shortlisting, conducting interviews, and releasing admission decisions.
- **Marketing & Outreach Initiatives**: Execute relevant online and offline outreach initiatives to engage with aspirants of the desired profile.
- **Application Portal and CRM**: Work with the technology service provider to ensure that the application portal is technically and operationally robust to manage the application process for all programmes; ensure that all communication channels are integrated with the CRM
- **Team Management**: Lead, train, and manage the performance of members of the Admissions Office; Work with the student-run Admissions Committee to manage outreach and engagement initiatives
- **Query Management**: Design and manage a responsive and high-quality query management and grievance redressal programme using various communications channels such as email, telephony, and social media
- **Database Management**: maintain auditable records of all admissions related data related to the application process, enrolment, fee collection, etc.
- **Digital Communication**: coordinate with the Digital Communications Office to ensure time-bound release of informative content relevant to aspirants and candidates
- **Stakeholder management**: coordinate with the Programme Office, Finance Office, CAO, etc. for all operational matters related to the admissions process.

Key Skills:

- A deep understanding of the admissions processes of higher education institutions, particularly in the area of management education
- Excellent interpersonal, organisation and spoken & written communication skills
- Professional demeanour and friendly/ congenial personality
- High proficiency in MS Office

Qualification

Post Graduate in management, communication, public relations, or related field with 12-15 years of professional experience, including at least 5 years in Higher Education Institutions.

Compensation and Benefits

As per the Industry Standards and IMI Service Rules