



**NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING (NITIE) Mumbai**  
**(An autonomous body under the Ministry of HRD, Govt. of India,**  
**Vihar Lake Road, Powai, Mumbai 40087)**  
**Website : [www.nitie.edu](http://www.nitie.edu) or [www.nitie.ac.in](http://www.nitie.ac.in)**

**Organizational Context**

National Institute of Industrial Engineering (NITIE) was founded in 1963 as a collaborative effort between the Government of India and International Labour Organization. NITIE prepares students for a seamless induction into industry and academia by blending management principles and technical skills. NITIE has been providing solutions to the complex problems of industries. Currently NITIE has 9 Areas, Fellow programme, 5 Post graduate programmes (2 year) and a one year programme for Executives. Further details at [www.nitie.edu](http://www.nitie.edu) or [www.nitie.ac.in](http://www.nitie.ac.in) .

Dean-Student Affairs office coordinates and facilitates all the student related activities like student cultural and sports activities, coordination with Chief Warden and Wardens, various student committee activities, placement and other student related activities.

NITIE Invites Applications for the post of **Executive Officer-Dean (Student Affairs) Office.**

**Role & Responsibilities of the Executive Officer, Dean (Student Affairs) Office**

1. Report to Dean-Student Affairs
2. Facilitating and providing support to all student cultural and sports related activities
3. Facilitating and providing support to all hostel related activities including coordination with Wardens
4. Facilitating and providing support to all student committee activities
5. Coordinate the activities with Placement office
6. Assisting Dean-Student Affairs
7. Effectively interact with various Offices of the Institute as per requirement and to get the assigned work done
8. Facilitate the formation and smooth running of the Dean-Student Affairs Office in line with the plan and update and report upon progress
9. Monitor and update the implementation
10. Prepare reports to key stakeholders (internal committees, B-School ranking surveys and other student related reports) on a regular/needs basis
11. Ensure that proven management system and control processes are in place
12. Updating student related information on the website

## **Required Qualifications**

1. MBA or equivalent from a reputed Institute with good academic performance throughout.
2. Having a relevant work experience of 1-3 years in a reputed Institute or company will be preferred.

## **Desirable Skills**

1. Proficient in MSOffice, and also other computer and software functionalities necessary for the above role like data analysis, social networking, digitization etc.
2. Possess the ability to co-ordinate with Senior and Junior members of the team effectively & articulate in an appropriate manner
3. Be Target-oriented, confident, assertive and should have analytical approach
4. Prior exposure in the field of corporate relations, human relations, recruitment and/or marketing, especially in service industry or educational institution, is desired
5. Should be able to visualize and execute plans
6. Should have high integrity and maturity to deliver on various fronts on specified timelines
7. Demonstration of a high level of initiative in coordinating projects
8. Organizing events or activities
9. Excellent communication skills, both verbal and written, including the ability to communicate at all levels
10. A sound understanding of the higher education and research environment
11. Familiarity with systems in academic institutions would be an advantage

## **Salary**

Rs. 55,000 -75,000 per month -consolidated (inclusive of HRA), based on experience.

## **GENERAL**

**The employment is purely temporary in nature. The appointment will be for a period of one year, which may be extended for two more years based on the performance and recommendations by the Dean-Student Affairs.**

Eligible candidates will be called for interview as per recommendations of the Screening Committee. Fulfillment of minimum qualification is not a claim for interview call. The Institute reserves the right to reject any/all applications or fix the salary commensurate with the experience & qualifications without assigning any reason. No interim correspondence will be entertained.

Interested persons may send their CV with name, address, date of birth, qualification, experience with testimonials, certificates, etc. addressed to **Deputy Registrar (Administration) , NITIE, Vihar Lake Road, Powai, Mumbai – 400 087** (Tel. No. 022-28573371/ Fax No. 022-28573251 and or **Email to nitiedradmn@nitie.ac.in by 29th March 2019, 5 pm.**