



Tata Institute of Social Sciences
Office for International Affairs (OIA)
V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956 and
Grant-in Aid Institute under Ministry of Education, GoI)

ADVT/TISS/OIA/AC/MAY/2025

Notification – Non-Teaching Position for the Post of Academic Coordinator on a contractual basis at the Office for International Affairs, TISS, Mumbai.

Applications are invited for the following positions on a tenurable contract basis at the Office for International Affairs (OIA), Tata Institute of Social Sciences, Mumbai. The Office for International Affairs (OIA) is looking for applicants who are highly motivated, hard-working, multi-tasking, pro-active, creative and competent professionals to handle important roles between TISS and different foreign Universities/ Institutions.

Position Title: Academic Coordinator (01 Position)

Key Responsibilities:

- Overseeing and coordinating academic and field work activities of the programs MA Dual Degree programmes/short term international programs.
- Coordinate with faculty for preparation and publication of semester course schedules
- Scheduling classes, booking classrooms, organizing academic events, and communicating relevant information with students and faculty members.
- Serve as a liaison between faculty, students, and administrative offices to address academic-related inquiries and resolve issues
- Monitor academic progress and support student advising efforts by maintaining academic records and identifying students needing additional support.
- Organize academic events such as orientation sessions, workshops, and meetings in collaboration with OIA team
- Ensure compliance with institutional academic policies and accreditation standards.
- Manage academic calendar deadlines, including registration, grading, and course evaluations. Compile and analyse academic data for reporting purposes
- Help OIA in management of administration of affiliated international students/ staff and faculty; documentation of regular activities; advising international groups on immigration, accommodation and other logistical support, and actively participate in coordination and management of overall administration of the Office for International Affairs.

Qualifications and Experience:

- Master's degree in social work/ social sciences/Humanities/International Relations/Public Relations/Management Studies/MBA/
- Minimum of 1 year of relevant work experience involving coordination/ consultancy/ training/ teaching/ research or similar academic and administrative profile and experience.
- Interested individuals should demonstrate high proficiency in communication; oral and written skills, computer application/ data management.
- Good interpersonal skills and ability to interface with various stakeholders - students, faculty members, staff at all levels

- Excellent organizational and communication skills, strong attention to detail, and the ability to work collaboratively with diverse groups of individuals.
- Previous experience of working in an international setting will be additional advantage

Tenure and Remuneration

This is a temporary appointment on a contract basis for a period of six months initially and maybe extendable based on the performance of the candidate and the requirement of the Institute. This temporary appointment will pay a consolidated remuneration of ₹40,000 - ₹ 45,000/- per month, depending on the qualification and experience. The appointed candidates will be paid an annual increment @ 5% of the remuneration every year.

How to apply

1. Applicants should submit the following documents to apply for the above-mentioned position:
2. Covering Letter to Chairperson, Office for International Affairs (with the details of the position applied for)
3. Latest CV
4. SOP – Stating your interest to work with the Office for International Affairs (specifying the position)
5. Copies of the Educational qualifications - Degree/ Diploma/ Certificates/ Transcripts
6. Testimonials and Work Experience Letters
7. Recommendation Letters

Application Process and Interview

Eligible and interested candidates may send their documents to oia@info.tiss.edu on or before **May 19, 2025**. **Subject line:** Academic Coordinator – Application

The shortlisted candidates will be communicated by e-mail to appear for a personal interview.

Other Conditions:

- The Institute reserves the right not to fill the advertised vacancy and may invite individuals for an interview who have not applied through the standard procedure.
- Merely possessing the prescribed qualifications and requisite experience does not guarantee an interview, as applications received will be shortlisted.
- No queries or correspondence regarding the issuance of Call Letters for interviews or the selection process will be entertained at any stage. Canvassing in any form is strictly prohibited and will result in disqualification.
- Candidates are responsible for assessing their own eligibility for the post according to the prescribed qualifications and experience. They must submit their application, fully completed, along with the required information and documents as per the advertisement. Suppressing factual information, providing fake documents, giving false or misleading information, or canvassing in any form will result in disqualification. If discovered at any point in the future, even after appointment, that the candidate was not eligible, the appointment will be terminated immediately as per this clause.
- In case of any ambiguity in the Recruitment Rules, particularly regarding eligibility, the decision of the Institute will be final.
- The Institute reserves the right to relax the qualifications required based on the candidate's work experience.
- No TA/DA will be paid for attending the interview if it is held at the Institute's premises.

- In case of any inadvertent errors in the advertisement or the recruitment process, detected at any stage, even after the issuance of the Appointment Letter, the Institute reserves the right to modify, withdraw, or cancel any communication made to the candidate(s).
- The post is purely contractual. The contract term is for six months, with potential extensions based on the assessment of the selected candidate's suitability and performance after the initial tenure.

Chairperson

Office for International Affairs