

Unique and challenging multiple opportunities have risen for visionary educators to lead an award winning, dual mode-educational University, **International Open University**.

We seek outstanding candidates for **Vice-Chancellor, Registrar, Deans and Project Manager** roles to lead **International Open University (IOU), Shillong, Meghalaya** duly established by International Open University Act 1, 2013. The University will be formally established on June 2013.

We also have few contract based roles for **Course Writers, Web-based Graphic Designers** and **Internet Marketing Consultants**

**Appointee profile:**

The appointee will have:

- A track record of successful leadership within reputed academic organizations;
- A vision for the future of IOU
- Local residents are preferred
- Candidates with prior working experience in Open mode educational systems are highly desirable.
- A commitment to transparency and equity in dealing with colleagues and students;
- A record of contribution to academic and community life consistent with International Open University's values and goals.

**Salary:** Salary, perquisites & other benefits shall be highly competitive and commensurate with experience, thereby meeting current industry and UGC norms. Higher emoluments will not be a constraint for a deserving candidate.

**1. Job Title:** Vice-Chancellor

**Position Purpose:** To be responsible for the overall establishment, administrative and academic performance of the University, in accordance with the International Open University Act 1, 2013 and exercise a leadership role in forming and maintaining the strategic direction of the university, implementing its objectives and promoting its values. The successful candidate will ensure that all aspects of the broad academic portfolio continue to develop, by motivating and engaging staff at all levels, communicating proactively, and influencing internal stakeholders and external partners on behalf of the University.

**Key Accountabilities:**

- Shall be responsible for the upliftment of the standard of education to the level of international standards, through holistic approach and creation of world class training and research opportunities.
- Lead and co-ordinate the overall academic, administrative and financial performance of the University

- Use proven expertise , knowledge and experience to identify and implement business strategies for the faculty/office and develop and implement new projects, programs, process improvements or initiatives across the University

**Qualification and required attributes:**

- Must have experience as a senior professor (along with administrative experience of more than 20 years.) in any UGC recognized & NAAC accredited university of India/ as a director of premier institute (IIM, IIT, NIT Equivalent)/ Civil servant / Defense personnel of equivalent rank.
- Incumbent should have exposure to university education system and possess adequate qualities of a true team leader / Master coordinator/ Innovator/ researcher. Additionally, the candidate should have excellent PR skills with a progressive & objective outlook towards higher education.
- Liaison experience with functionaries of regulatory bodies like UGC, AICTE, NCTE, PCI, BCI etc., is desirable along with knowledge of education laws.
- The normal term of appointment is for an initial period of four years, with the possibility of extension. Annual performance reviews will be held, including a major review one year prior to expiry of the current appointment. An appointment may be terminated on six months' notice by either side or for cause.
- Retired Professors/ Civil servant can also apply.

**2. Job Title:** Registrar

**Position Purpose:** Responsible for managing admissions and completion of all the related formalities and providing back up for records & registration services and planning, organizing and managing all the activities related to the department of registrar.

**Key Accountabilities:**

- Compilation of the various rules or regulation of Govt. bodies
- Formal documentation relating to Statute and compliance report.
- Formulation of rules & regulation in the day to day functioning of the University.
- Facilitating inspection of the university by various committees/teams.
- Day to Day coordination/correspondence with AICTE, UGC
- Examinations coordination with CoE.

**Qualification and required attributes:**

- Must have experience as a registrar or asst. registrar (along with administrative experience of more than 5 years.) in any UGC recognized & NAAC accredited university of India/ as a director of premier institute (IIM, IIT, NIT Equivalent)/ Civil servant / Defense personnel of equivalent rank.
- Ph.D. in Management or Engineering preferred

- Liaison experience with functionaries of regulatory bodies like UGC, AICTE, NCTE, PCI, BCI etc., is desirable along with knowledge of education laws.
- The normal term of appointment is for an initial period of four years, with the possibility of extension. Annual performance reviews will be held, including a major review one year prior to expiry of the current appointment. An appointment may be terminated on six months' notice by either side or for cause.

### 3. **Job Title:** Project Manager

**Position Purpose:** We are looking for an outstanding individual to manage the overall establishment of the International Open University. The appointed candidate will be responsible for providing leadership and coordination of recruitment projects, including planning, staffing, scheduling, tracking budget management functions and liaison with universities and govt. bodies.

#### **Key Accountabilities:**

- To coordinate and participate in review of program applications, review project documentation and coordinate grant payments, develop communication tools to promote mutual working relationships with a wide range of internal and external stakeholders, and evaluate and report on program activities.
- Facilitating inspection of the university by various committees/teams.
- Monitor projects up to completion prepare final project reports according to established protocol.
- Perform additional tasks as may be assigned from time to time as required.

#### **Qualification and required attributes:**

- Must possess project managing experience of min 10 years in the educational industry
- Liaison experience with functionaries of regulatory bodies like UGC, AICTE, NCTE, PCI, BCI etc., is mandatory along with knowledge of education laws.
- Preferring candidates who have successfully facilitated in the establishment of universities.
- Candidates with strong background experience on the day to day running of regulatory bodies of UGC are desirable.
- Preferred candidate will possess exceptional knowledge and experience in the working of the HRD Ministry.
- Retired Civil servants or candidates with relevant work history in the govt. preferred.

4. **Job Title:** Dean (Engineering, IT, Management, Social Sciences & Paramedical)

**Position Purpose:** The primary responsibility is to provide leadership and support to all the respective departments. The Dean will be responsible for the day-to-day management and operation of the Campus. Oversee the delivery and effectiveness of teaching staff and academic quality. The person will be responsible for the overall Academic Administration. The person should be involved actively with the placement cell for the internships and final placements of the students. The person is responsible for achieving the admissions target for the marketing team

**Key Accountabilities:**

- . Compilation of the various rules or regulation of Govt. bodies
- . Formal documentation relating to Statute and compliance report.
- . Formulation of rules & regulation in the day to day functioning of the University.
- . Facilitating inspection of the university by various committees/teams.
- . Day to Day coordination/correspondence with AICTE,UGC
- . Examinations coordination with CoE.

**Qualification and required attributes:**

- . Must possess 12 years of teaching and research experience of which 07 years should be in the rank of Professor or equivalent in the following disciplines (Engineering, IT, Management, Social Sciences and Paramedical), in any UGC recognized & NAAC accredited university of India/ as a director of premier institute (IIM, IIT, NIT Equivalent).
- . Doctorate degree will be given due consideration.
- . Age limit 60 years.
- . The normal term of appointment is for an initial period of four years, with the possibility of extension. Annual performance reviews will be held, including a major review one year prior to expiry of the current appointment. An appointment may be terminated on six months' notice by either side or for cause.
- . Retired Professors can also apply.

5. **Job Title:** Course writers ( required for Engineering, IT, Management, Social Sciences & Paramedical disciplines)

**Position Purpose:** The course writer is responsible to write the course content for the assigned levels of the course, in his/her area of expertise. This position is a contract project-based, and the writer will follow the instructional design guidelines and requirements put forth by the UGC standards. All content produced will be original.

**Key Accountabilities:**

- . Author course content for required levels including core course instruction, assessments, multimedia, and/or practice games
- . Accept and incorporate feedback to produce the strongest end product.
- . Provide accurate updates to project management regarding project status
- . Communicate availability and strive to maintain a consistent time commitment
- . Use appropriate authoring tools and processes as well as following the instructional design guidelines set forth by the IOU team

**Qualification and required attributes:**

- . Instructional experience in the area of academic course writing is necessary, 4 years minimum experience required
- . Previous experience in writing for online course delivery is also favorable.
- . Must possess minimum Master's degree in the assigned discipline
- . Strong English communication skills (verbal and written).
- . Experience writing in an online delivery model
- . Strong understanding of content scaffolding
- . Maintains awareness of new and emerging technologies within the chosen field of instruction and the potential impact on our instructional design model
- . Writing sample will be requested
- . Retired Professors can also apply.

**6. JobTitle:** Web based Graphic designer

**Position Purpose:** An experienced graphic and web design professional to assist our team with a range of design work from concept through print-ready brochure art and dynamic website development. However, this role encompasses more than just graphic and web design. We are looking for someone who is flexible, resourceful and adaptable, who can be trained to manage the day-to-day requirements a variety of in-house marketing programs that we operate for our clients.

**Key Accountabilities:**

- . Corporate ID and Branding
- . Print design (From flyers to large publications)
- . Signage design
- . Overall website designing & basic web updates
- . Social media marketing

- Managing projects from start to finish

**Qualification and required attributes:**

- A minimum of 3 years' of reputed experience as a graphic and web designer, who is creative, competent and proficient in using Photoshop, Illustrator, InDesign, Dreamweaver, Flash and a variety of other web-based add-ins.
- Experience in developing graphic designs, commercial websites.
- Knowledge of Web site structure and functionality.
- Proven ability to design innovatively & creatively from a concept through to finished artwork
- Internet marketing experience is highly desirable

**7. JobTitle:** Internet Marketing Consultant

**Position Purpose:** An experienced graphic and web design professional to assist our team with a range of design work from concept through print-ready brochure art and dynamic website development. However, this role encompasses more than just graphic and web design. We are looking for someone who is flexible, resourceful and adaptable, who can be trained to manage the day-to-day requirements a variety of in-house marketing programs that we operate for our clients.

**Key Accountabilities:**

- Drive and champion the vision and strategy
- Maintain the branding and core messaging
- Roll out the marketing plan
- With Human Resources' support, drive marketing development plans
- Attend face-to-face client meetings to understand their business needs and consultatively pitch our solutions

**Qualification and required attributes:**

- 2+ years of internet marketing experience preferred
- Experience working with small/medium educational institutions or businesses
- Must have a proven track record of delivering results through ethical search engine optimization techniques

**Location:** Shillong, Meghalaya, India

To apply send your resume, qualifications and letter of interest via

**email to :** [director@iou.edu](mailto:director@iou.edu)

**Website:** [www.iou.edu](http://www.iou.edu)

Review of applications will continue until position is filled.