

Desirable Qualification: Ph.D. in Science/Engineering or Master's degree in science/engineering

Desirable Requirements: 1-2 years of work experience in similar role

Age limit: Preferably below 50 years

Salary: The salary will be fixed between Rs. 60,000/- to Rs. 1,00,000/- per month depending on qualifications and experience, and suitability of the candidate.

Roles/Responsibilities: The Advisor to International Students & Scholars at IISc will be based at Office of International Relations (OIR), who will help students and scholars in their program applications, Visa process & its extension, help to maintain the Visa status, campus accommodation and admission formalities. He/she will also help students/scholars to assess the course programs, recognize their academic strengths and choose appropriate course of action. He/she will work closely with IISc faculty members and other institute administrators to stay up-to-date on program changes. The advisor will work similar to a guidance counsellor to serve as an educational as well as campus resource to the students/scholars. He/She will also keep track of international student/scholar applications and help in answering queries from prospective international students, who wish to apply for various academic/research programs at IISc.

The advisor will be responsible for providing educational guidance and administrative assistance to international students/scholars by planning schedules, recommending courses and determining appropriate education solutions for different types of students/scholars. He/she must also follow through and track the advancement of students/scholars. Additionally, he/she must provide case management to students/scholars, who do not meet local educational requirements and provide assistance for at-risk students. Since the work involves closely working with a variety of students/scholars, he/she must be willing to help others and have strong communication skills.

The advisor needs to help maintain students/scholars legal immigration status, provide appropriate documentation and coordinate between various units of IISc including Foreigners Regional Registration. The advisor will also play a critical role in terms of holding continuous orientation sessions for students/scholars and largely manage their integration into IISc campus life. The advisor should be good at multi-tasking and have to handle multiple assignments at the same time. Also, the role will demand managing OIR personnel including administrative staff and any other duties as assigned by the Chair, OIR from time to time.

The initial appointment will be for one year and will be extended based on performance and mutual interest. The selection will be based on interview by a committee after shortlisting of received applications and the decision of selection committee will be final.

LAST DATE FOR APPLICATION: September 04, 2020 at 5:00 PM (Requires Google Drive or One Drive link for your detailed CV); Application: [google form](#)

The selection will be based on interview by a committee after shortlisting of received applications and the decision of selection committee is final and binding. The candidate has to appear for interview and the likely date of interview will be in the month of September of 2020 and likely start date is October 1, 2020. Merely having desirable/minimum qualifications may not entitle the candidate for shortlisting for interview.

Informal enquires: iro.admin@iisc.ac.in

THIS POSITION IS PURELY CONTRACTUAL IN NATURE AND DOES NOT ENTITLE ANY OTHER BENEFITS OTHER THAN CONSOLIDATED SALARY PER MONTH.