



**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/MGA/AUG/2024**

**Notification – Non-Teaching Position for the Post of Manager (Global Admissions) 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, proactive, creative and competent professionals to handle important roles that facilitate strategic international linkages and collaborations between TISS and different foreign Universities/Institutions.

**About TISS**

The Tata Institute of Social Sciences (TISS) was established in 1936 as the Sir Dorabji Tata Graduate School of Social Work. In 1944, it was renamed as the Tata Institute of Social Sciences. The year 1964 was an important landmark in the history of the Institute, when it was declared Deemed to be a University under Section 3 of the University Grants Commission Act (UGC), 1956. TISS has been to be an institution of excellence in higher education that continually responds to changing social realities through the development and application of knowledge, towards creating a people-centred, ecologically sustainable and just society that promotes and protects dignity, equality, social justice and human rights for all.

**About Office for International Affairs**

The Office for International Affairs (OIA) was established in 2006 to facilitate mutually beneficial international academic exchanges and collaborations between TISS and foreign higher educational institutions. Since its inception, the OIA has diligently worked to establish and strengthen international partnerships by developing MoUs and agreements with international partner universities and providing the necessary administrative support for the operationalization of these collaborations. TISS has signed MoUs with over 150 universities across the world and is one of the first Indian universities to have a full-fledged Office for International Affairs offering support and active engagement for student and faculty mobility, joint and dual degrees, international research collaborations, and the internationalization of higher education. The OIA is a self-sustaining office, using its own resources to support the Institute's goals of internationalisation and acts as a centralized office for all international and Indian students, faculty and staff.

**Position Title: Manager (Global Admissions)**

**Role Overview:**

The Manager of Global Admissions in the Office for International Affairs at is a key leadership position responsible for overseeing the recruitment, admission, and integration of international students. This role combines the responsibilities of managing global student admissions with the coordination of inbound mobility programs, including student exchanges and study abroad initiatives. The Manager will work closely with various internal departments, international partners, and external agencies to ensure a smooth and enriching experience for all incoming international students.

## **Key Responsibilities:**

### **1. Global Student Recruitment and Admissions:**

- Develop and implement a global recruitment strategy to attract high-quality international students.
- Oversee the admissions process for international applicants, ensuring efficient and effective handling of applications, assessments, and offers.
- Collaborate with marketing teams to create targeted campaigns promoting the university's programs and opportunities to prospective international students.
- Establish and maintain relationships with international recruitment partners, including education agents, high schools, and universities.

### **2. Inbound Mobility Program Management:**

- Manage all aspects of inbound student mobility programs, including international student exchanges, study abroad programs, and short-term visits.
- Serve as the primary point of contact for inbound students, providing pre-arrival guidance, orientation, and ongoing support.
- Coordinate with partner institutions on student placements, academic credit transfers, and mobility agreements.
- Organize cultural and integration activities to help inbound students adapt to campus life and the local community.

### **3. Partnership Development and Relationship Management:**

- Negotiate and manage agreements related to student recruitment, exchange programs, and other mobility initiatives.
- Represent the university at international conferences, education fairs, and other relevant events to promote global admissions and inbound mobility programs.
- Collaborate with academic and administrative departments to align global recruitment and mobility efforts with the university's strategic goals.

### **4. Student Integration and Support:**

- Design and implement programs to support the successful integration of inbound students into the academic and social fabric of the university.
- Provide ongoing support to international students, addressing any academic, cultural, or personal challenges they may face.
- Coordinate with student services, housing, and visa offices to ensure a seamless experience for incoming students.
- Monitor the well-being and academic progress of inbound students, offering guidance and interventions as needed.

### **5. Program Evaluation and Continuous Improvement:**

- Analyse data related to global admissions and inbound mobility programs to identify trends, areas for improvement, and opportunities for growth.
- Collect feedback from students, partners, and other stakeholders to continuously enhance the quality and impact of programs.
- Prepare reports on global admissions and inbound mobility activities for senior management, highlighting achievements, challenges, and recommendations.
- Stay informed about global education trends, immigration policies, and best practices in international student recruitment and mobility.

### **6. Compliance and Risk Management:**

- Ensure all global admissions and inbound mobility activities comply with relevant laws, regulations, and university policies.
- Manage risks associated with international student programs, including health, safety, and legal considerations.
- Keep abreast of changes in visa regulations, immigration policies, and international education standards, ensuring the university remains compliant.

## **7. Team Leadership and Collaboration:**

- Lead and mentor a team of admissions and mobility professionals, fostering a collaborative and supportive work environment.
- Work closely with other teams within the International Relations Office to integrate global admissions and inbound mobility activities with broader international strategies.
- Manage budgets related to global admissions and inbound mobility programs, ensuring the efficient use of resources.

## **Skills and Competencies:**

- Deep understanding of international student recruitment strategies, admissions processes, and global education systems.
- Strong program management skills, with the ability to oversee multiple projects simultaneously and ensure the smooth operation of both global admissions and inbound mobility programs.
- Outstanding communication skills, both written and verbal, with the ability to effectively convey information to diverse audiences.
- Strong interpersonal skills, with the ability to work collaboratively with colleagues from various cultural and professional backgrounds.
- High level of cultural sensitivity and awareness, with the ability to work effectively in a multicultural environment.
- Strong analytical skills, with the ability to analyze data, identify trends, and make data-driven decisions.
- Strong knowledge of visa regulations, immigration policies, and international education standards, with the ability to ensure compliance.
- Flexible working hours may be necessary to accommodate different time zones.

This role offers an exciting opportunity to drive the university's global engagement strategy by managing the recruitment and integration of international students, thereby enhancing the diversity and global reach of TISS

## **Qualifications and Experience:**

- Master's degree in a relevant field (e.g., International Relations/Education/Business Administration/Social Work/Social Sciences/Humanities/Public Relations).
- Minimum of 5 years of experience in managing academic related affair and international students engagements.
- Proven experience in program development, implementation, and evaluation in an international context.
- Strong understanding of global education systems, visa regulations, and student exchange processes.
- Excellent communication, negotiation, and relationship management skills.
- Strong organizational and project management skills.
- Ability to work effectively in a multicultural environment and manage multiple priorities simultaneously.

## **Monthly Remuneration**

This is a tenurable appointment for three years, offering a consolidated remuneration of ₹67350 per month. The selected candidate will be entitled to health insurance. Additionally, the appointed candidates will receive an annual increment of 5% on their remuneration each 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 (Min. 02)

## Application Process and Interview

Eligible and interested candidates may send their documents to [oia@tiss.ac.in](mailto:oia@tiss.ac.in) on or before **September 13, 2024** ; **Subject line:** Manager (Global Admissions) : Applications

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 three years, with potential extensions based on the assessment of the selected candidate's suitability and performance after the initial three-year tenure.

## Chairperson

Office for International Affairs