



ST JOSEPH'S
UNIVERSITY

ಸ್ಯಂಟರ್ ಜೋಸೆಫ್ಸ್ ವಿಶ್ವವಿದ್ಯಾಲಯ

STAFF RECRUITMENT 2026

Applications are invited for the following position:

NON-TEACHING POST

Interested candidates for the non-teaching post should fill out the Google Form (link provided below) and upload their CV and Cover Letter as attachments to the Form. The Google Form should be submitted on or before **Saturday, 18 April 2026**.

Google Form link: <https://forms.gle/VKKKcuNLGEyk7omy5>

EXECUTIVE ASSISTANT – THE VICE-CHANCELLOR'S OFFICE

Qualification: A Graduate or Postgraduate Degree in any discipline

Requirements: The candidate must possess secretarial practice, strong communication skills in English and Kannada, both written and spoken and good typing skills in English and Kannada with proficiency in Microsoft Office Suite (Word, Excel...), and other skills including professionalism, organisational skills, time management, confidentiality, adaptability and problem-solving.

Roles and Responsibilities:

Summary

- Be responsible for providing comprehensive, proactive, and confidential executive, administrative, and developmental support to the Vice-Chancellor, ensuring utmost efficiency and effectiveness.
- Hold primary responsibility for organising the Office of the Vice-Chancellor and ensuring the smooth running of the same, serve as a liaison with key stakeholders and assist the Vice-Chancellor in building and managing key relationships.
- Perform a variety of administrative, operational, clerical and secretarial duties requiring paramount coordination, consideration, direction and discretion.
- Assist the Vice-Chancellor in facilitating the smooth running of his office.

Manage the VC's Office

- Be responsible for upholding and maintaining the protocol for the VC's Office by overseeing that policies and procedures are complied with.
- Facilitate the availability of various MIS and reports to the Vice-Chancellor, as and when required.
- Respond efficiently to the queries of the Vice-Chancellor.

Documentation and Reporting

- Draft reports, letters of solicitation, proposals; prepare various presentations and other communications for and on behalf of the VC.
- Ensure accurate completion of the required reports and present the same before the Vice-Chancellor.
- Ensure systematic storing of MIS data and meticulous filing of reports.

Executive Support:

- Organise and manage visits of dignitaries, government officials, representatives from other educational institutions, etc, and oversee related arrangements as needed.
- Schedule and manage meetings and appointments for the Vice-Chancellor with various internal and external stakeholders.
- Oversee and undertake, as required, daily administrative activities of the Vice-Chancellor's Office, like managing the calendar of appointments, completing routine reports, composing and preparing correspondence, itineraries and agendas, etc.
- Make necessary logistical arrangements, including travel and accommodation for the Vice-Chancellor, as and when required.
- Ensure that the requirements projected by the Office of the Registrar are given due priority.

Benchmarking

- In conjunction with the IQAC Director, conduct benchmarking surveys to evaluate university performance and keep a track of overall performance and trends among competitors and in the industry under the guidance of the Vice-Chancellor.
- Collect information on other Universities on various aspects from communications, publications, information from the web, internal stakeholders, etc.
- Stay abreast of industry trends, developments at the Board level, key events in academia, internal activities, and keep the Vice-Chancellor informed regularly.

Preparation for Meetings

- Ensure arrangements and preparations for meetings are thoroughly made.
- Arrange and prepare agendas and assemble agenda material for various meetings.
- Prepare and collate all necessary reports before meetings/presentations and make the same available for the use of the Vice-Chancellor.
- Ensure that the presentations to be made are prepared well in advance.
- Ensure thorough preparation of the pre-reads for the meeting after the collection of relevant data for the same, and ensure that the same shall be circulated to the attendees of the meeting
- Attend meetings and prepare the minutes of the same, and ensure the same is immediately made available to the Vice-Chancellor thereafter.
- Prepare a variety of correspondence, memoranda, reports, etc, as and when required.

Relationship Building and External Liaison

- Assist the Vice-Chancellor in his connection with other educational institutes and bodies, government offices, Board of Education, Board of Examination, etc, and other public and private offices in the education sector.
- Liaise regularly with the Office of the Registrar in connection with the Board of Governors for requirements.
- Ensure regular communications with all important stakeholders for updates on key activities at the University.
- Oversee the efficient and seamless execution of all internal and external communication of the Vice-Chancellor.
- Provide project support for strategic projects led by the Vice-Chancellor.
- Draft necessary documents and collate sources and resources for referral and usage by the Vice-Chancellor, after relevant/feasible research.