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| <b>Designations required</b>           | Strategy Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Specializations</b>                 | Strategic Planning, Institutional Development, and Executive Coordination                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>About the Role</b>                  | We are seeking a highly organized and proactive professional to support institutional leadership in driving internationalization and strategic initiatives. The role focuses on planning, monitoring, and coordinating key projects across academic, research, and administrative domains to ensure effective execution and alignment with institutional priorities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Role Responsibilities</b>           | <ul style="list-style-type: none"> <li>• Support leadership in strategic planning, priority setting, and progress tracking across internationalization initiatives.</li> <li>• Coordinate and monitor institutional projects, ensuring timely deliverables with faculties, research centers, and administrative units.</li> <li>• Prepare briefs, reports, and presentations for leadership meetings, board reviews, and external engagements.</li> <li>• Facilitate cross-functional communication between academic, research, and partnership teams.</li> <li>• Identify and address operational bottlenecks to sustain progress on strategic objectives.</li> <li>• Serve as liaison between leadership and internal/external stakeholders to ensure goal alignment.</li> <li>• Manage schedules, documentation, and decision-tracking systems for leadership support.</li> <li>• Oversee project dashboards, KPIs, and impact indicators for institutional performance monitoring.</li> <li>• Support policy formulation, governance documentation, and implementation of strategic frameworks.</li> </ul> |
| <b>Qualifications &amp; Experience</b> | <ul style="list-style-type: none"> <li>• Master's degree in Management, Higher Education, or related discipline.</li> <li>• 5-10 years of experience in academic administration, strategic planning, or executive coordination.</li> <li>• Proven ability to manage complex, multi-stakeholder projects in universities or research organizations.</li> <li>• Excellent communication, organizational, and analytical skills.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| <b>Core Competencies</b>                           | <ul style="list-style-type: none"> <li>• Strategic planning and execution</li> <li>• Cross-functional coordination</li> <li>• Executive decision support and reporting</li> <li>• Leadership communication and stakeholder management</li> <li>• Analytical and problem-solving skills</li> </ul> |
| <b>Scale of Pay</b>                                | As per University norms                                                                                                                                                                                                                                                                           |
| <b>Email your CV and other relevant documents.</b> | <a href="mailto:resumes@msruas.ac.in">resumes@msruas.ac.in</a>                                                                                                                                                                                                                                    |