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## APPOINTMENTS

**IMS Unison University, one of the fastest growing Universities in Northern India, invites applications for the following positions:**

**MANAGER ADMINISTRATION:**

An experienced professional to supervise and manage all administrative functions of the University. The candidate should have experience of about 15 years in handling administrative functions in an Educational Institute. He should have a Master's Degree/Professional qualification in any discipline with minimum of 55% marks and possess adequate knowledge of general administration, purchase, campus management related activities and good organizational and communication skills.

**ASST. MANAGER ADMINISTRATION:**

The candidate should have experience of about 10 years in handling administrative functions. He should have a Master's Degree/Professional qualification in any discipline with minimum of 50% marks and adequate knowledge of general administration preferably in an Educational Institution.

Note: For all the above mentioned positions, candidates must have fair knowledge of English (written/verbal) and should also have good functional knowledge of MS-Office.

Salary and benefits offered by the University are amongst the best in the region.

Interested candidates fulfilling the above mentioned criteria are required to send their updated resumes at the email id: [hr@iuu.ac](mailto:hr@iuu.ac) within 10 days of the publication of this advertisement.

### IMS UNISON UNIVERSITY

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