



Executive-eLearning

Indian Institute of Management Ahmedabad requires Executive-eLearning. The Job Description for the position is as below:

Responsibilities:

1. Asynchronous Course Material Development

- a. Assist in the development of course materials, including lecture slides, quizzes, assignments, readings and supplementary resources.
- b. Collaborate with instructors and subject matter experts to ensure content accuracy and alignment with learning objectives.

2. In-Studio Recording Support:

- a. Guide/Coordinate in-class/in-studio recordings. Reasonable working-level knowledge of basic studio equipment is expected.

3. Video Editing Support

- a. Editing support for the online course videos, podcasts, and other multimedia audio and visual assets by preparing edit notes and other visual resources by closely working with the production team.
- b. Ensure multimedia components enhance learning outcomes and accessibility.

4. Learning Management System (LMS) Management

- a. Technical course authoring by creating courses on different online learning platforms (e.g., Coursera, edX, SWAYAM)
- b. Monitor discussion forums, respond to student inquiries, and facilitate online discussions as needed.

5. Quality Assurance

- a. Conduct quality assurance checks on recorded lectures and course materials to identify and resolve any technical or content-related issues.
- b. Conduct quality assurance checks on course materials during development to ensure accuracy, functionality, and alignment with learning objectives.
- c. Review and evaluate asynchronous courses once they are live on the platform, identifying areas for improvement and implementing revisions as necessary.

6. Learner Support

- a. Provide technical support to students regarding course navigation, accessing materials, and troubleshooting common issues.
- b. Attend to support calls and emails from students, addressing inquiries promptly and effectively.

7. Administrative Support

- a. Coordinate scheduling for departmental meetings, webinars, workshops and other events, ensuring optimal participation and logistical arrangements.

- b. Manage documentation and records pertinent to course development, faculty requests, and departmental initiatives, maintaining organized and accessible repositories.
- c. Provide administrative assistance in departments' day-to-day activities and coordinate departmental communications and correspondence.

Qualification, Experience & Skill Requirements:

- a. The candidate should be a graduate with first class from any reputed university and 2-4 years of relevant experience.
- b. Master's degree in Communication, Education, or a related field is preferred.
- c. Previous experience in teaching assistantship, eLearning course development, instructional design, or multimedia production is an added advantage.
- d. Knowledge of one or more online creative and visual tools like Articulate Storyline/Rise, Adobe Captivate, Adobe Premiere Pro, OBS Studio, etc., is an added advantage.
- e. The candidate should be familiar with one or more learning management systems like Moodle, Open edX, Canvas, etc.
- f. In-depth knowledge of MS Office (Excel, Word, PowerPoint)
- g. Knowledge of instructional design is desirable.
- h. The candidate should have a strong command of the English language (written & verbal).
- i. Ability to work independently and collaboratively within a team.

Age: Max. 35 years as of the last date of application.

Job Location: Ahmedabad (Only candidates who are ready to relocate to Ahmedabad may apply)

Last Date to Apply: May 7, 2024.

This position will be on **Third Party Payroll.**

To apply, please send your updated CV to career@iima.ac.in with the subject line "**Application for Executive-eLearning**" by **May 7, 2024.**