



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Executive, PGP

Indian Institute of Management Ahmedabad (IIMA) is looking for dynamic Executive for its PGP office.

Job Description:

The selected candidate will assist the Assistant General Manager, PGP Office, in all the activities related to the office including programme administration including academics, outreach programmes, admissions and well-being of programme participants. Some of the core responsibilities include:

- Coordinating with the instructors and students for the required assistance, organizing the exams and quizzes, uploading the scores, coordinating with other departments to ensure the hassle-free functioning of the programme, etc.
- Maintain student database for video access as well as informing the same to computer centre for scheduler and grading software.
- Providing CGPA data to Acads for bidding.
- Creating the Group email ids for each term.
- Maintaining the course, Term, slot and Instructor details on the students' portal and grading software.
- Preparation of MIS reports such as Past academic indiscipline case data, Assignments, Exam/Quizzes summary to the faculty member.
- Helping the PGP office in preparation of Fee Structure and Capital Budget.
- Uploading grades of PGP-I & PGP-II on the grading software & students' portal.
- Preparing the Reconciliation & Conditional promotion letters for First Year evaluation meeting.

Skills:

- Conversant with computers, different operating systems and MS Office functions and Office Management Practices
- Ability to work on multiple assignments
- Should be a team player who can instill confidence and establish high performance levels
- Good command on written and oral communication skills in English language, ability to interact with faculty, peers, and external agencies effectively, draft letters etc.

Qualification, Experience & Skill Requirements:

- The candidate should hold full-time graduate degree in any discipline (preferably in Information & Technology) with first class from any recognized university OR the candidate should hold full-time post graduate degree in any discipline with second class from any recognized university.
- The candidate should have minimum three years of relevant work experience.

- A post graduate degree would be preferred.
- The candidate should have excellent communication skills (both written & verbal) and interpersonal skills and multi-tasking abilities.
- In depth knowledge of MS-Office (Excel, Access, Word, Power Point) and other computer-related tasks is essential.
- The candidate should have excellent communication skill and positive aptitude.

Age: Maximum 35 years as on the last date of application. Government of India instructions on age relaxation will be applicable.

Salary & Allowances:

Selected candidate will be offered a regular appointment and the salary & allowances will be as per 7th CPC norms.

Interested candidates are advised to **APPLY ONLINE** latest by **May 19, 2021**.

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