INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Academic Coordinator

Indian Institute of Management Ahmedabad requires an Academic Coordinator for the ePost Graduate Diploma in Advanced Business Analytics (ePGD-ABA) Programme.

Job Description

Required Technical Skills:

- A fair bit of understanding of Business Analytics, Data Science, Visualization/Big Data etc.
- Basic knowledge of different analytical tools such as R Programming, Python etc.
- Hands on experience in Moodle Development (desirable)
- Good knowledge in customizing Moodle functionalities and developing custom themes for Moodle (desirable)
- An analytical mind-set who enjoy helping participants solving problems and turning data into useful actionable information

Key Responsibilities include:

- Understand the tools and technologies specific to e-learning and blended learning development and delivery
- Provide academic as well as technical assistance to the faculty members teaching the analytics courses
- Working closely with the Instructors and assisting them in programming, coding, testing etc.
- Preparing the lab study material in coordination with the Instructors and assisting students in programming lab and solving their doubts.
- Works on assignments dealing with the routine and daily operation, use, and configuration of the Learning Management System (LMS)
- Administers learning technology platforms including the creation of courses, certifications and other e-learning programs on the platforms.
- Responsible to provide support within the eLearning department, provide technical support to our external clients, and administrate the Learning Management System
- Creates user groups and assigns content and assessments to the right target audience, runs reports and creates learning evens in the LMS system
- Performs regular maintenance of LMS database, including adding or removing courses
- Uploads, tests, deploys and maintains all training materials/learning assets hosted in the LMS
- Ability to Multi-task
- Ability to demonstrate accuracy on detailed oriented and repetitive job assignments
- Responsible and reliable

Qualification and Work Experience

- The candidate should have bachelor's degree in IT/Engineering from any recognized university.

- 2+ years of work experience in AI/ML/business analytics with Institute of repute or corporates.

Age: Max. 35 years

Last date to apply: July 02, 2021

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

To apply, please fill google form on the link - https://forms.gle/odBUhsaS7XyxzPWd9 and upload the resume in the google form.

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