



## INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

### *Requires*

### **Executive Assistant, PGP Office**

#### **Job Description:**

- To ensure smooth functioning of the flagship Post Graduate Programme (PGP) delivery, especially class scheduling, infrastructure mapping, feedback collection and dissemination, conduct of quizzes and examination, proctoring, invigilating and scribing arrangements, surprise quiz announcements including SMS service, facilitation to instructors of elective courses and students' academic council for students' bidding including calendar dissemination and courses announcement across PGP 1 and PGP 2;
- To prepare for an efficient Orientation Programme, conduct registration of students and their preparatory programme with an aim to facilitate their induction into the PGP, circulation of Manual to students, maintaining fee breakup and facilitating fee payouts, formation of balanced sections, class seatings and infrastructure requirements for the conduct of PGP;
- To foster conduct of quizzes/exams and other evaluation components as may be instructed by course faculty, facilitate computation of grades through software, random sampling to ensure correctness, resolve aberrations and grievances, prepare students' ranking, data compilation for Gold Medal and other awards, Grade-Sheet preparation and distribution, long-term record keeping for issuance of academic transcripts, ensuring records including names of graduating students, obtain institutional approvals, preparing degree documents and obtaining signatures, update register, satisfy cases of conditional promotion and dual degree students and detailed arrangements for convocation;
- To coordinate with various departments [stores, HR, accounts, estate, electrical, SAO, etc.] on a day-to-day basis while supervising PGP functions, admin needs of teaching faculty, payouts to visiting faculty, marketing special projects with international partners and implement automation processes in liaison with Institute's Computer Centre;
- To promptly reply to queries of RTI applicants, take measures of staff wellbeing and mentoring, complying with directions emanating from official meetings of PGP Executive Committee and PGP Courses Committee, assist in conduct of these meetings and maintenance of minutes, participate in budget preparation, prepare for expense approval and matters of academic indiscipline requiring escalation;
- To take charge of all other academic matters as directed by the Chairperson, PGP leading to successful running of the programme and assist in all allied roles and responsibilities as may be enumerated from time to time.

#### **Qualification, Experience & Skill Requirements:**

- The candidate should possess full time MBA in any discipline
- The candidate should have at least 10 years of post-qualification experience
- Should have Proficiency in English language
- Should have good knowledge of MS Office and other computer softwares

**Age:** Minimum 35 and Maximum 48 years as on the last date of application.

**Salary & Allowances:** Selected candidate will be offered a fixed term appointment initially for a period of three years on a consolidated monthly salary on CTC mode. The contract may be extended further as per the mutual convenience.

Interested candidates are advised to **APPLY ONLINE** latest by **September 25, 2019**.

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