



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Programme Coordinator (eLearning) – Executive Education

Executive Education Programmes of IIM Ahmedabad plays a vital role in strategically building relationships and credibility with external stakeholders. Each programme is designed to address the distinct needs of specific executives at various points in their career, helping them up-skill and progress. This is a unique, creative opportunity for the right candidate to promote relevant and interesting programs among the management community, to gain valuable experience of the corporate and organized sectors, and of the Executive Education business in India.

The Executive Education Office requires dynamic Programme Coordinator (eLearning).

Job Description:

- To prepare class scheduling, online and on campus module in as desired by Programme Chair.
- To arrange to distribute reading materials to participants through online and/or manual mode as decided by Programme Chair.
- To arrange class and studio ready for programme delivery both online and on campus module
- To sort out participants query in relation to academic and give administrative support as well.
- Providing research support in activities related to course design and delivery in any of the eLearning Programmes. This includes help in preparation/revision of course outline, reading list, handouts, simulations, presentation slides etc.
- Coordinating with faculty members and supporting them for course development.
- Supporting the online programme office to develop the programme structure, interfacing with different stakeholders through telephone, email etc.
- Updating information on the Institute's website, posting regular updates on social media through communication department.
- Coordinating admission related work and maintain documents as part of application process.
- Interfacing with technology partner.
- Handling marketing communication for the programme, posting regular updates on social media, communicating with prospective candidates, regular email blasts with new themes and giving inputs for developing new e-marketing materials.
- Maintaining database and handling documentation for e-Learning programme.
- To oversee attendance, class participation marking, setting up necessary teaching aids as instructed, etc.
- To report instances of students' behavior that violates Institutes code of conduct.
- To learn such tools, techniques and software applications required for conducting high quality research and apply the same as required by faculty member(s).

Qualification, Experience & Skill Requirements:

- The candidate should be a graduate (full time) with first class from any recognized university and should have minimum three years of relevant experience OR the candidate should be a post graduate (full time) with second class from any recognized university and should have minimum one year of relevant experience.

- A post graduate management degree would be preferred.
- The experience mainly related to marketing, and selling executive programs or professional services to corporate clients is a must.
- The candidate should have excellent communication skills (both written & verbal) and interpersonal skills and multi-tasking abilities.
- The candidate should be fluent in English communication, should be capable to handle queries successfully, and should be flexible to work as per the programme requirements.
- In depth knowledge of MS-Office (Excel, Access, Word, Power Point) and other computer-related tasks is essential.
- The candidate should have information gathering skills, understanding of basic office administrative processes, high level of technology literacy, particularly internet and social media is necessary.

Age: Maximum 30 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. During the contract period or after the successful completion of the contract, if the performance of the candidate is found very well and Institute is in need of such position, Institute may confirm the candidate in a suitable pay scale with or without further probation, depending on duration of earlier contract and performance.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **February 21, 2018**.

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