



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.

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.
- Knowledge of SAP system (desirable).
- 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 enjoys helping participants solving problems and turning data into useful actionable information.

Key Responsibilities include:

- Understand the tools and technologies specific to elearning 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 events 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 demonstrate accuracy on detailed oriented and repetitive job assignments.
- Responsible and reliable.

- Ability to multi-task including assistance to the administrative jobs in the office.
- Should be able to handle the SAP activities independently.
- Should have knowledge in Zoom.

Qualification and Work Experience

Essential Qualification:

1. The candidate should have B.E./ B.Tech / M.Sc from any recognized university with 60% marks or equivalent.

Desirable Qualifications:

1. A bachelor's / master's degree in Computer Science / Information Technology / Statistics / Economics is desired.

Work Experience:

1. Some work experience related to administration of an academic programme in a reputed institute is essential.
2. Some work experience in AI/ML/business analytics with reputed corporates is desired.

Age: Maximum 28 years.

Last date to apply: February 23, 2024.

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

To apply, please fill Google form on the link <https://forms.gle/C85PHhTjwXEKSF657> and upload the resume.