



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

Advertisement No.: IRCC/EXT151/2021

Job Title

Project Manager

Job Reference Number

50248661

Application End Date

24.09.2021

Type of Employment

Proj. Staff Contract

No. of Position(s)

1

IITB Project Recruitment:

Project title: DS Foundation IITBombay Entrepreneurship Centre

About the project: Desai Sethi School of Entrepreneurship (originally established as a centre in 2014) trains aspiring entrepreneurs among students and working professionals through relevant courses, Entrepreneurship Minor degree, pre-incubation mentoring and outreach programs. These are offered by a dedicated team of faculty, alumni mentors and industry experts. The School works closely with other Centres of Excellence, students' E-Cell, business incubator and other entities to nurture the eco-system for innovation and entrepreneurship.

Essential Qualifications & Experience:

- 1) First class MBA/ M.Tech/ M.Des degree from a reputed institute.
- 2) Post-degree work experience of minimum 4 years M.Tech/ M.Des and 6 years for MBA in technical institute or education technology company.
- 3) Demonstrated capability in managing educational programs and technical courses, including course content creation, student onboarding, class scheduling, student attendance, assignment grading, handling queries, etc.
- 4) Knowledge of relevant software tools (MS Word, PowerPoint) and online systems (Moodle, MS Teams, Coursera, etc.)
- 5) Excellent written and oral communication skills, and inter-personal management skills.
- 6) Age limit: 42 years.

Job Profile:

Project Manager (Courses).

Assist the faculty in planning, coordinating, implementing, monitoring, and reporting various activities related to preparation and teaching of courses with the expected quality and timelines. Duties include:

- 1) Creating and checking course content (slides, videos, reading materials, weblinks, polls etc.).
- 2) Managing the course platform including course material uploading, announcements, monitoring assignment submissions, etc.

- 3) Coordinating with faculty (core, adjunct, associate, guest), mentors and assistants in scheduling and conducting the classes, meetings, examinations and other activities.
- 4) Setting up the classes, monitoring class participation and assisting in class exercises.
- 5) Evaluating quizzes and assignments as per rubrics, and grading assistance
- 6) Addressing relevant student queries in a timely manner.
- 7) Efficiently maintaining the pertinent data with the required confidentiality.
- 8) Working in a professional manner with the faculty and other stakeholders to ensure high-quality of teaching, outcomes, and impact.

Pay Details:

Level PR-O2 Salary Range from Rs.42000/- to- Rs.84000/-+ Rs.7500.00/- Out Of Campus Allowance (if applicable) p.m.

General information:

- 1) The post is temporary, initially for a one-year period, and can be extended based on satisfactory performance.
 - 2) Candidates are advised to check before applying that they possess the essential qualifications and minimum experience for the respective position.
 - 3) Depending on qualifications, experience and interview performance, candidates for Project Manager (PM) position may be offered Assistant PM or Senior PM position along with applicable salary band (currently, APM: 33600-67200(4800); SPM: 58800-109200(7200)).
 - 4) The School reserves the right to
 - (a) fill or not to fill any of the advertised positions,
 - (b) fill consequential vacancies arising at the time of selection,
 - and (c) make a panel from available candidates for near future vacancies.
 - 5) Decision of the School in all matters relating to eligibility, screening, testing and selection would be final and binding on the candidates.
- The position is temporary for a period of 1 year and tenable only for the duration of the project. The appointment is for time bound project and the candidate is required to work mainly for the successful completion of the project. The selection committee may offer lower or higher designation and lower or higher salary depending upon the experience and performance of the candidate in the interview.
- Candidates called for interview will be required to attend at his/ her own expenses.
- For any queries/clarification please contact: recruit@ircc.iitb.ac.in