# INDIAN INSTITUTE OF MANAGEMENT
## AHMEDABAD

*Requires*

## Program/Research Associates

The "e - mode" Post Graduate Diploma awarding program in Management (ePGP) is a long duration diploma program offered in hybrid learning mode, which combines sessions delivered through Interactive Learning platform, class room based instruction, continuous evaluation and mentored project work. High degree of flexibility which allows participants to attend classes during evening hours and weekends is a distinct feature of ePGP. The program will constitute compulsory core courses followed by a bouquet of elective courses, which the participants can attend from any part of India. Three separate campus modules are also planned.

The newly setup ePGP office requires dynamic Program/Research Associates.

**Job Description:**

- Providing research support to the ePGP Committee in designing a new program.
- Coordinating with faculty members and supporting them for course development.
- Supporting the ePGP office to develop the program structure, interfacing with different stakeholders through telephone, email etc.
- Assisting in preparation of program brochure, hand book etc.
- Handling marketing communication for the program, including updating information on the Institute's website and program microsite, 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.
- Organizing information meetings and road shows, which includes booking venues at various cities, publishing the information on the website, other social media platforms, raising awareness about the events.
- Facilitating the admissions processes, acting as an initial point of contact during admissions seasons; maintains contact with prospective students and applicants, answering queries, making/returning phone calls, responding to email messages, referring students to appropriate resources.
- Coordinating admission related work and maintain documents as part of application process; assist in scheduling the admission process.
- Interfacing with technology partner for class scheduling, course material management, examination and occasionally travelling to sites and coordinating internally with areas and departments.
- Maintaining the data base and handling documentation related to the ePGP program.
- Acting as clearing house for faculty and student questions and directing them to the right resource.
- Providing academic support for select courses
- To assist the Chairperson, Committee and office in efficient administration of the program.

**Qualification, Experience & Competency Requirements**

- Master's Degree in Management.
- Though not mandatory, candidates with some work experience will be preferred.
- The candidate should be fluent in English communication, should be capable to handle queries successfully, and should be flexible to work as per the program requirements.
- Research and information gathering skills
- Understanding of basic office administrative processes.
- High level of technology literacy, particularly internet and social media is necessary.
- The candidate should be flexible to travel occasionally and has to work beyond standard working hours and during weekends. (Program will be offered during evening hours in weekdays and on weekends.)

**Age:** Max. 35 years

**Reporting to:** In-charge, ePGP

**Salary & Allowances:**

- Selected candidate will be offered a fixed term appointment initially for a period of one year, on a consolidated monthly salary as per IIMA norms. The contract may be extended further as per the mutual convenience.

Interested candidates are advised to send their application along with resume to **epgp@iima.ac.in** latest by January 05, 2017 by 5.00 pm. Selected candidate is expected to join at short notice.