Recruitment Project Assistant

Indian Institute of Science (IISc), India's premier institution of higher education and research, is saluted as an Institution of Eminence by the Government of India & has set itself aggressive goals for the next 5 years & further in the future. The Centre for Continuing Education (CCE) at IISc is seeking applications for the position of **Project Assistant**.

Purpose
The purpose of having a Project Assistant is to carry out the functions of the office diligently and in a timely manner. The Assistant will be required to handle technical tasks concerning the office; process letters, applications, etc; arrange meetings and manage visitors, events; and related protocols.

Role
To ensure that the department is functioning smoothly and be accountable for all the assets, papers, files, and other materials that the department comes across in the course of the daily work of the Institute.

Key Responsibilities
- Provide support in technical operations and administrative duties to the Centre
- Support the design and implementation of educational services
- Assist in organizing courses, workshops, and events
- Support the management of the department's online portal
- Coordinate with faculty members, students, and external participants
- Manage documentation and certificate issuance, and to see whether all facts have been correctly stated
- Compilation of data, drafting of various documents, and submission of the same, as and when required
- Coordinate with various parties to make appointments for department Chair
- Liaise with other departments for smooth workflow processes
- To undertake any other similar duties pertaining to the office that the Chair may assign from time to time

Qualifications
- B.Tech in Computer Science, Information Technology, Electronics & Communication Engineering, Electrical Engineering, Software Engineering, Computer Networks, Mobile & Web Development, or related fields
- Strong technical and organizational skills
- Excellent written and verbal communication skills
- Ability to compose grammatically correct and simple comprehensive documents (letters, e-mails, reports, etc.) in English
- Conversant with MS Word, MS Excel, MS PowerPoint, MS Teams, and ability to use these application softwares in an efficient and effective manner
- Ability to work independently and as part of a team
- Knowledge of Learning Management Systems (LMS)
- Familiarity with computer networks, distributed systems, and web technologies
- Attention to detail and problem-solving abilities
- Understanding of educational institutions' operations and procedures might be preferred
- Experience in administrative or technical roles preferred
- Experience in a higher education or research environment can be an advantage

Emoluments: As per the norms of the Institute

To Apply: Please submit your resume to *office.cce@iisc.ac.in*