The National Resource Centre for Value Education in Engineering, IIT Delhi is looking for an ADMINISTRATIVE ASSISTANT (AA).

Job qualifications:

1. BTech/MBA/Masters level degree
2. Work Experience of 2 years on project management and/or academic administration.
   Experience in communication, office management.

Remuneration Consolidated: Rs 55000 to 60000 per month. Mode of appointment: On contract for one year.

Job Description:

1. Coordinate with both internal and external stakeholders.
2. Help formulate strategy to identify and attract International visiting faculty, PostDocs and PhD students.
3. Help write proposals to facilitate International faculty exchange (e.g., for Gian/Vajra schemes).
4. Independent correspondence with foreign students, faculty and postdocs and provide support. Preparation of data for Prospectus / Newsletters /Brochures / Ranking Cell / IoE portal etc.
5. Administrative help related to NRCVEE teaching and research activities (preparation of documents / reports / meeting minutes / presentations etc.)
6. Write content for the website and maintain it on a regular basis
7. Help in organizing NRCVEE related events and scientific workshops
8. Assist in research by writing research proposals and papers

Key Competencies:

1. Organizational and priority management skills with attention to detail.
2. Ability to work under pressure.
3. Excellent oral and written communication.
5. Excellent computer skills.
6. Knowledge and willingness to learn new information management systems.
7. Ability to work independently, with little supervision.
8. Team player with a positive attitude.
9. Flexible schedule to be present at events.

Walk in interview for the above position will be held using Skype on Friday 8th May 2020 at 3:00pm onwards. All applicants are to send in their detailed CVs with their Skype ID to hodnrcvee@admin.iitd.ac.in and be available online on Skype from 3:00pm onwards.