Requires

Research Associate – Placement Office

Indian Institute of Management Ahmedabad (IIMA) needs a self-motivated and dynamic Research Associate who will be responsible for Assisting AVP-Corporate Relations, PGPX and in Placement and Alumni activities along with data management. Liaison between different stakeholders, for the execution of activities and events, with a focus on engaging and maintaining relations with all stakeholders.

Job Description (though not exhaustive):

- Developing an internal placement portal
- Data management, Students' life cycle information system for placements, creating a master database and updating it regularly.
- Collating placement data, analyzing and generating reports.
- Collating and maintaining a centralized database of corporate contacts.
- Facilitate the process of developing and implementing new administrative systems, for record keeping, profile and data management. In the long term have an in-house Portal for Alumni & a CRM system for placement management.
- Assisting in PGPX placement, alumni and mentorship activities, and events, in sync with the PGPX office.
- Assisting in various career development activities. Collating and analysis of various feedback.

Key skills requirement:

The Institute intends to develop an internal web portal from all the database management which requires expertise and understanding of web and other software technologies.

- Strong database management skills and ability to produce detailed reports.
- Skill in the use of Excel and related software applications. Microsoft Excel, Gmail and Microsoft-related features.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to plan, organize, and facilitate special events.

Qualification & Experience:
- The candidate should be a graduate in any stream with hands-on experience in IT applications. A post-graduate degree will be preferred.
- The candidate should have a minimum of three years of relevant experience.

- The candidate should be proficient in MS Office and preference will be given to the candidate having hands-on experience with SAP.

Tenure: The appointment is purely temporary up to one year and can be extended depending on the performance.

Location: The selected candidate will be working from IIM Ahmedabad campus. IIMA provides access to the library and computer center for all the Research Assistants/Associates. If selected, the candidate is expected to manage their own accommodation outside the IIMA campus which is centrally located within the city of Ahmedabad.

Reporting to: The selected person will report to the AVP - Corporate Relations, PGPX

Compensation: The selected candidate will be offered a monthly consolidated salary based on qualifications and prior experience.

Age: Max. 30 years as of the last date of application.

Interested candidates are advised to *APPLY ONLINE ONLY* latest by **December 28, 2023, 5 pm**

Any form of communication inquiring about status updates will not be entertained.