Invites Applications for the Position of Academic Programme Coordinator

The International Institute of Information Technology Hyderabad established in 1998 is one of India’s leading educational institutions for undergraduate and postgraduate education and research in Information Technology and allied areas. The recently created Division of Flexible Learning (DFL) at IIIT Hyderabad aims to extend the institute’s expertise and legacy of quality education to learners worldwide through innovative online and other programmes.

Job Summary:
The Academic Programme Coordinator for the Division of Flexible Programme (DFL) is responsible for the establishment and success of the Division’s programmes, including their overall design, content sourcing, timely delivery, and student success. This role involves overseeing all aspects of the online flexible programmes, including coordination with IIIT and other related faculty, platform vendors, student support and success, programme performance, and ensuring alignment with the institute’s academic standards and objectives.

Reporting Relationship: Associate Dean, Division of Flexible Learning, IIIT Hyderabad

Key Responsibilities:

Strategic Leadership:

● Develop and communicate the strategic vision and goals for the online Flexible learning programme in alignment with the Institute's mission and objectives.

● Lead the planning and implementation of initiatives to enhance the quality, reach, and impact.

Faculty and Staff Management:

● Recruit, onboard, and liaise with a team of faculty members, instructional designers, and support staff for the online programmes.

Student Support and Engagement:

● Oversee student recruitment, admissions, and enrolment processes for the online flexible learning programmes under the Division of Flexible Learning (DFL).

● Establish mechanisms for student feedback and continuous improvement of program delivery and support services.

● Work with partner organizations to ensure the successful running of the program.
Key Competencies:

- Ph.D. or master's degree in a relevant field from a recognized institution. A Doctorate is preferred.
- Minimum of 5-6 years of experience in academic leadership, pedagogy development programme management, or online education administration.
- Strong understanding of Information Technology and Computer Science education, industry trends, and emerging technologies.
- Proven record of accomplishment of successful program development, implementation, and management in an academic or educational setting.
- Excellent leadership, communication, and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.
- Experience in online education delivery platforms and technologies is highly desirable.

Working Environment:

The Academic Programme Coordinator will primarily work in an office environment but may be required to engage in online meetings, conferences, and events as needed. Some travel may be required for stakeholder meetings, conferences, or professional development activities.

Employment Type: Full-time

Location: IIIT Hyderabad, Gachibowli

Appointment Duration: 3 years, renewable

Pay: The compensation is designed to reward the best talent and will not be a limiting factor for the right person.

Applications will be processed as and when they are received. Please mail your resume at recruitment@iiit.ac.in