IIIT Hyderabad Invites Applications for the Position of
Coordinator/Mentor – M. Tech PDM program

Job Description

Responsible for coordinating various aspects of the Master of Technology in Product Design and Management program (https://pdm.iiit.ac.in) at the Institute. The candidate must be good in planning, organizing programs/activities related to the program and must act as a bridge between the faculty, students, teaching assistants and other stakeholders of the program.

Job Responsibilities

- Works collaboratively / communicates directly with program head and coordinates with the other staff/faculty at IIITH.
- Reports regularly, as requested, to program head regarding admissions and other operational aspects of the program including but not limited to planning and preparation.
- Responsible for keeping track of the financial expenditures/transaction pertaining to the program.
- Externally, represents IIIT Hyderabad and coordinates with industry/academic/others to organize various events like workshops, webinars, seminars, etc.
- Maintains contact with prospective students and applicants to the program, and helps answer their questions.
- Manages program website and other social media sites of the program like facebook, linkedin, etc.
- Prepares regular reports on the progress of the program.
- Performs other program related duties as assigned.

Education & Skills (Essential):

- Team player with excellent communication and interpersonal skills.
- 3-5 years of experience in similar role in an academic institution or in a higher education training institute.
- Master’s Degree from a reputed university.
- Technical skills needed for regularly the updating program’s official website and other social media channels.

Location: IIIT Hyderabad Campus, Gachibowli, Hyderabad

Type of role: Full Time – Yearly contract (renewable)

Compensation: Rs. 50,000 – Rs. 55,000 p.m (based on experience)

Apply and share your resume to – usha.vangavety@research.iiit.ac.in