INDRAPRASTHA INSTITUTE *of*
INFORMATION TECHNOLOGY DELHI
A State University established by Government of NCT of Delhi

IIITD

Role: Program Manager (Academic programs) for the Centre for Intelligent Product Development (CiPD)

We seek an innovative and experienced person to support the Center of CiPD at IIIT-Delhi. The candidate will assist in managing the day-to-day operations.

Key Responsibilities (including but not limited to):

● Oversee, delegate and manage all departmental activities including faculty management, placement and student events.
● Ensure smooth administrative operations and high team experience to maintain an excellent student experience.
● Facilitate students and faculty members for onboarding to placement.
● Address and resolve student and faculty escalations effectively, ensuring efficient academic scheduling.
● Maintain and update physical and digital records with high accuracy and confidentiality.
● Organize and store documents, ensuring they are easily accessible for future reference.
● Ensure compliance with company policies and legal regulations regarding data management and storage.
● Collect and compile data from various sources to generate reports for internal and external stakeholders.
● Prepare regular and ad-hoc reports, ensuring accuracy, clarity, and timely submission.
● Assist in analyzing data to identify trends and insights for decision-making purposes
● To provide necessary support to make travel arrangements, organizing meetings/interviews/workshops, maintaining calendar, record keeping, tracking and filing.
● Manage social media posting, preparing press releases, etc.
● Work with the finance team for timely reimbursements, etc. and maintain expense reports.
● Liaison with internal IIITD admin staff and external agencies.
● Any other work assigned from time to time.

Preferred Qualification & Experience:

● Bachelor's degree in any field; advanced degree or relevant coursework in Electronics, Computer Science, Design, or related fields is a plus.
● Excellent written and verbal communication skills in English and Hindi
● Experience working on technology for governments and citizens.
● Experience of working in academic setups is a highly desirable
● Exposure to start-up ecosystems is a plus
● Understanding of financial rules and regulations
● 5-10 years of relevant work experience.

Salary and Duration

The consolidated salary will be in the range of 6-9 lakhs per year based on the candidate's qualifications and experience. The duration of the job will be 1 Year (annually renewable subject to centre requirements & availability of funds)

How to apply: Please send your CV with the subject, "Application for Program Manager for CiPD" to **cipd@iiitd.ac.in** and keep **sanjna@iiitd.ac.in** in cc. The last date to apply is 21 days after the advertisement is published. However, applications will be processed as received, and the person will be asked to join as soon as possible.