

JOB DESCRIPTION

Position: Academic Associate – LMS Administrator

Location: Sonapat, NCR of Delhi.

CTC: 4.8 to 5 Lakhs per annum

Experience Required: 1-2 Years

ABOUT US

Rishihood University (RU) has been established under The Haryana Private Universities (Amendment) Act, 2020 and is empowered to award degrees as specified in section 22 of the UGC Act, 1956.

Rishihood University is India's first and only impact university. 'Impact' is the living spirit of Rishihood. The purpose of education envisioned by the thought leaders of our civilization and that which has motivated the founders to build Rishihood University is beyond just awarding degrees and jobs. The purpose of education is to achieve the highest potential in a learner i.e., Rishihood. Rishihood University provides a unique mix of globally relevant education that is rooted in Indian ideas, quality education that is affordable, and multi-disciplinary exposure with the cutting-edge skills of a specialist. To achieve this outcome, education cannot be limited to the classrooms. RU is a fully residential campus where living and learning seamlessly integrate throughout the day. RU faculty and learners have active participation with society, industry, researchers, entrepreneurs, and policymakers. This keeps the learning at RU focused on solving the biggest challenges faced by humanity and prepares our learners for the real world. It is time India builds universities driven by a higher purpose, that have a strongly committed board to back it, and that redefine the way education is imparted both within and outside the classroom. Rishihood is a bold initiative to fulfil this idea. Hence, we are looking for like-minded founding faculty members at Rishihood University.

Rishihood is looking for person with good academic credentials who would be interested in pursuing an academic career. We are currently seeking an Academic Associate - LMS Administrator to join our Office of Academic Affairs. As an LMS Administrator, you will have the opportunity to explore the intersectionality of education and technology and make a positive impact on the university's academic programs and student experience.

RESPONSIBILITIES:

1. Manage and administer the learning management system (LMS) for the university.
2. Create workflows for the LMS and document standard operating procedures.
3. Work closely with faculty instructors and curriculum coordinators to obtain information to be added to the LMS and troubleshoot issues.
4. Understand the end-to-end processes of the LMS and liaise with the LMS vendor team when required.
5. Facilitate and conduct LMS training for faculty and staff members, periodically.
6. Support the office of academic affairs in planning ahead for upcoming semesters and manage all the data needed for the LMS.
7. Periodically review and update user documentation and generate reports regarding the usage of the LMS

Skills and Competencies:

1. Quick learner with the ability to grasp new technologies and platforms
2. Strong communication skills, both written and verbal
3. Efficient in compiling and documenting standard operating procedures
4. Ability to work independently and manage multiple tasks simultaneously

5. Attention to detail and accuracy in data entry and record-keeping
6. Strong problem-solving and analytical skills
7. Passion for education and a desire to pursue a career in the higher education domain

Qualifications:

1. Bachelor's degree, preferably in Computer Science, Information Technology, Education or a related field
2. Fresh graduates are welcome to apply
3. Prior experience in LMS administration or a similar role is not required but would be an advantage

If you are a recent graduate interested in exploring the intersectionality of education and technology and willing to chart a career in the higher education domain, we encourage you to apply for this exciting opportunity. We are committed to providing a supportive and inclusive work environment, where you can learn and grow while making a positive impact on the university's academic programs and student experience.

Those interested in this role, please fill the form: <http://shorturl.at/cqzM4>