

JOB DESCRIPTION

Data Management Assistant
- Urban Fellows Programme

About Us

The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed national university of eminence for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will be an institution of eminence that will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

About the Urban Fellows Programme (UFP)

India's urban transition is unprecedented in scale and complexity. Within it lie both the opportunities of increased economic growth and employment as well as the challenges of persistent inequality, extreme deprivation and environmental degradation. IIHS has been running the Urban Fellows Programme to foster a new generation of urban practitioners and change makers, to become part of shaping this transition.

The Urban Fellows Programme (UFP) is a scholarship-based, nine-month, full-time, residential, inter-disciplinary fellowship for recent graduates and young professionals from varied educational backgrounds or practice domains.

Job Description

The data management assistant will support the IIHS Urban Fellows Programme (UFP) faculty, learners and IIHS staff on a range of data management tasks related to the Learning Management System (LMS), and academic data related work for a range of collaterals.

The incumbent will work in close coordination with the IIHS Academic Office and relevant teams to ensure reliable data and Moodle support for programme management and recording. The role requires following the UFP timeline and processes throughout all stages, and interacting effectively and professionally, with an ability to maintain confidentiality of information and records.

This is a contractual position for an initial term of 11 months, renewable on mutual consent, with the potential to turn into a regular position over time.

Activities and Tasks

Responsibilities would include, but not be limited to, the following:

- Working closely with the IIHS Urban Informatics Lab (UIL) team to understand, learn and deliver student data systems, especially during the admissions cycle, followed by regular updates of student and alumni data; creating and delivering visual collaterals and data analysis from academic and learner data across the years for various internal and external facing collaterals like reports, website, prospectus, brochures, etc.; and

- coordinating with the Academic Office for requirements throughout the year at different stages of the programme;
- Compiling and organising academic and learner data as required; maintaining and updating relevant UFP records and documents with a high degree of accuracy and attention to detail;
 - Assisting the Placements, Alumni and Outreach teams in the Academic Office to update student information throughout the programme and after programme completion, as required;
 - Providing support to the Academic Office to manage the Moodle LMS, including managing faculty and learner access and settings; setting up and managing programs and courses, actively coordinating with faculty and learners for course material, assignments and submissions; assisting in transcript generation according to the UFP assessment framework and helping to develop a system for handling digital/ physical transcript requests for different learner requirements;
 - Conducting training/ creating a self-directed manual for Moodle LMS users; trouble shooting; and managing archives and backup systems in coordination with the IIHS IT and Digital Blended Learning (DBL) teams;
 - Participating and supporting in other activities of the Urban Fellows Programme at IIHS as necessary; , and performing miscellaneous job-related duties as assigned;
 - Providing support to other IIHS activities including academics, research, training, practice, operations and others;
 - Participating in all activities of Institution-Building at IIHS; carrying out tasks as assigned by IIHS; and traveling on IIHS work within or outside the country as and when needed.

Structure and Reporting

The data management assistant will be an External Consultant coordinating with the Senior Manager- Academic Office and will be required to collaborate effectively with the Academic Committee, the UIL team, other internal teams and external individuals/organisations, and students, as required.

Person Specification

The ideal candidate should have:

- A Bachelor's degree in communications, graphic and visual design, journalism, media studies, or other related degrees;
- 1-2 years of experience with LMS systems, data management, data systems, creating infographics, marketing/ communication collateral design and other related skills;
- Proficiency in English (verbal and written); and the ability to communicate effectively, both orally and in writing;
- Ability to think and produce collaterals creatively around data and data systems;
- Attention to detail, rigor and self- driven energy to ideate on data needs to support and build out the IIHS Academic Program, especially with regard to managing and updating data systems and academic information;
- Ability to maintain the confidentiality of records and information;

- Technology: LMS systems; Data analysis skills; working knowledge of design software, such as InDesign/ Adobe Illustrator; good working knowledge of Excel; working knowledge of R/ Python/ d3JS or any other data and visualization software would be strongly preferred;
- Basic working knowledge of other MS Office platforms, Google Forms and Spreadsheets;
- Intense curiosity to learn and continuously self-upgrade on data and visualization skills.

This is a contractual position for an initial term of 11 months, renewable on mutual consent, with the potential to turn into a regular position over time. This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with IIHS cannot be undertaken.

The search will remain open until the position is filled.

Location

This position is based in Bengaluru and may entail travel to other locations in India.

Review and Assessment

The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

Diversity Policy

IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

To apply

If you are interested to explore this opportunity with us, please fill the online application form by clicking [here](#). (You can also click on the "Apply Now" button at the end of the Job Description displayed on the website).

Contact

Please write to us at hr@iihs.co.in if you need any clarifications while filling the online application form.



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