

Job Description – Assistant (Academic) LNMIIT Jaipur

JOB TITLE	Assistant	DEPARTMENT	Academic
REPORTS TO	Assistant Registrar- Academic		
LOCATION	Jaipur	DIVISION	Non-Teaching (NT)

JOB DESCRIPTION AND RESPONSIBILITIES

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<ul style="list-style-type: none">• Routine email communications with students/staff/faculty members• Routine academic processes including documentation (MS Office)/digitization/filing etc.• Data Management through ERP, MS-Word, MS-Excel, Google Forms etc.

QUALIFICATIONS

<p>a) Educational Qualifications</p> <ul style="list-style-type: none">• Bachelor's Degree from a recognized university or institute.• Typing Speed of 35 w.p.m. (English) and proficiency in computer word processing and spread sheet.• Working knowledge of MS-Office (Excel and Word) and Google Forms <p>b) Experience</p> <ul style="list-style-type: none">• At least 2 years' relevant experience after graduation <p>c) Age</p> <ul style="list-style-type: none">• Preferably below 33 years 
