



Indian Institute of Information Technology

..an Institution of Excellence setup by MHRD - GoI through Public-Private-Partnership

Job Opening Date:

Job Closing Date:

Job Title

Senior Research Associate

Qualifications

Education	Master's degree (full-time) from premier University
Field of Study	Prefer Educational Research. ECE or Computer Science / IT
Experience	Minimum 10 years of professional experience of which at least 5 years of experience should be relevant to the job description. Preferably with reputed Educational Institutions.
Age	37 – 40 years
Essential Skills	High Energy. Positive Attitude. Strong Interpersonal Skills. Good Written and Verbal Skills.

Grade (G1-G5) : G2 (as per the IIT institutes in India)

Employment Type : Full Time

Compensation : As per IIT Institutes in India

Work Location : Sri City Campus

Job Description

The Senior Research Associate demonstrates following attributes and is responsible for:

Core Competencies
<ul style="list-style-type: none">• Flair for educational research.• Has an analytical bent of mind with strong statistical skills in quantitative and qualitative analysis.• Is meticulous, pays attention to details and is well-organized with excellent presentation skills.• Highly enthused, creates value to self and the Institute through research and development initiatives.• Adept at using latest statistical tools and techniques.
Overall Accountability
<ul style="list-style-type: none">• Accurate and timely submission of inputs needed for the preparation of - needs assessments, research proposals, data gathering instruments, analytical findings and results, reports and other documentation requirements of the unit.• Timely and efficient provision of logistic and technical support to implementation of projects/activities in accordance with approved timelines and unit quality processes.• Accurate and up-to-date project records and data bases for all unit projects and activities.• Timely and responsive technical support provided to consultants, partners, clients as measured by performance feedback.• Other accountabilities as indicated in the Contract.

Indian Institute of Information Technology Chittoor

C/O IFMR Campus, 5655 Central Express Way
SriCity, Satyavedu Mandal, Chittoor District, Andhra Pradesh - 517588, India
Tel: +91-7306473364, email: contact@iiits.in, www.iiits.ac.in



General Responsibilities

- Conduct assessment of educational needs and priorities that are common and can be met by research and development programs and projects.
- Provide technical assistance in preparing concept papers and/or project proposals for submission to funding agencies; including Project Implementation Plan (PIP) and budget.
- Conduct situational analysis, literature reviews and secondary document analysis as inputs to the research design and product/solution development process of Institute Research programs and projects.
- Provide technical support in planning, organizing, managing, coordinating and evaluating workshops, meetings and other activities related to research and development and implementation of the Institute research programs and projects.
- Prepare data gathering and monitoring instruments and pilot test/validate tools for research/data gathering and monitoring activities of the Institute.
- Conduct data gathering and monitoring activities in support of Institutes programs and projects.
- Undertake data processing to facilitate statistical analysis and, prepare statistical write-ups for integration in report writing, as needed.
- Prepare technical/research reports, project monitoring reports, financial monitoring reports, minutes, and other documentation requirements for Center-wide projects and activities as requested.
- Provide technical support to consultants, research fellows, partner education institutions and, other clients as requested.
- Facilitate the preparation, packaging, publication and dissemination of final products and materials, both print and non-print.
- Conduct/Coordinate post-project activities to transfer completed SDU projects/technology to clients/partners.
- Maintain updated statistics/database of the Unit as may be needed for Center reports and for other requirements.