



Indian Institute of Information Technology

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

Job Opening Date: 25.Nov.2016

Job Closing Date: 09.Dec.2016

Job Title : Recruitment – Coordinator – Part Time

Job Description :

Candidate should oversee the hiring process of faculty and non-faculty members, as well as determine the hiring needs. Advertise open faculty positions and setup interviews.

Responsibilities

- Collaborate with current faculty members and department leaders and identify how to advertise for the open faculty position, including the expected job duties, education requirements, prior teaching experience, and any other hiring preferences.
- Discuss salary and benefits packages offered to job candidates.
- Locating potential faculty applicants through referrals from existing faculty. Using traditional media outlets to find workers, such as job postings in newspapers or on established job search engines. Coordinate job requirement with Recruitment Agencies.
- Reading through resumes and checking references.
- Coordinating Interviews and other process related to candidates.
- Set-up interview appointments with applicants. Set-up committee interviews.
- Spend significant time creating Forms and Templates as part of the Pilot Hiring Team.
- Assist on Website and other requested tasks.

Qualifications

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| Education | Bachelor's degree. High School diploma and sufficient work experience for the bachelor's degree. |
| Experience | Minimum 10-15 years of professional experience of which at least 5 years of experience should be relevant to the job description. Preferably with reputed Educational Institutions. |
| Skills | High Energy. Positive Attitude. Strong Interpersonal Skills. Good Written and Verbal Skills. |

Level (G1-L5) : G2

Employment Type : Part-Time

Compensation (C2I) : At par with IIT Standards

Location : Virtual