

JOB DESCRIPTION (Career Kickstarter)

Designation	Academic Operations Associate (TP Career Kickstarter)
School/Department	School of Informatics & IT / Administration & Academic Operations (AAO)
Number of Positions	1
Duration of Role	12 months

KEY RESPONSIBILITIES

- Support academic operations and administrative tasks
- Collect and analyse academic data
- Create qualitative/text-based analysis applications using GenAI
- Develop automated solutions to enhance workflow and processes
- Support IIT events

PREREQUISITES

- Proficient in process automation tools: RPA tools, low-code solutions, Excel macros, Power Automate, or similar
- Data collection and analysis capabilities
- Ability to develop GenAI solutions for qualitative or text-based analysis
- Event coordination support
- Efficient task, file, and schedule management
- Attention to detail in document checking, data entry, and follow-up actions
- Clear and professional written and verbal communication