

**CENTRE FOR CONTINUING EDUCATION(CCE)
INDIAN INSTITUTE OF SCIENCE, BENGALURU**

Applications are invited for the following posts, purely on contract basis. Appointment is initially for a period of one year, but extendable on a yearly basis upon satisfactory performance.

JOB DESCRIPTION: The responsibilities of the selected candidate include are as given below:

1. IISc Knowledge and E-Learning Network Project Lead, Number of Positions: 01

Emoluments: Rs. 87,000 – 1,86,000 p.m. (Consolidated)

Essential Qualifications:ME / M.Tech or Ph.D. in Electrical Engineering / Computer Science/Information Science/ Data Science with project management experience in a web-based or academic e-learning project

Desired Skills:To manage projects with multiple faculty that utilize complex and sophisticated technologies to create e-learning course, to create and adapt a scalable training model to reduce unstructured knowledge transfer, work with Institute Faculty and course participants to determine a blended learning approach and prioritize the work effort, work closely with subject matter experts to build effective learning programs, program management with multiple complex learning projects simultaneously, monitor activity, progress, and time related to project development using a project planning tool, design and develop dynamic instructional interactions and simulations to create interactive, engaging course content, simulations for software, tools etc., develop an effective document management process for: organizing and retraining e-learning project related source files; scheduling periodic course reviews for any updates needed; scheduling the expiration of training courses, tracking documentation and version control of all revisions and updates, etc. monitor and report effectiveness of all courses conducted; revise courses as needed, translate needs analysis and functional specifications into detailed course designs. Work with LMS vendor, IT or software vendor to resolve any technical issues with the web based training course or its performance within the LMS. Provide project status reports to training department management and stakeholders. Onboard new hires to their role and ensure timely readiness

Responsibilities: Experience of online learning, learning management systems or virtual learning environments such as blackboard or Moodle, experience using Smart sheets. Previously experience of management-level responsibility in a product development/ digital production environment within the online or e-learning sector. Proven track record of project management within the e-learning industry or equivalent. Excellent face-to-face and written communication skills, Excellent listening skills Work in a methodical and organized manner, good time management skills, Good Microsoft Office skills. Ability to work individually without supervision. Project managements certificate e.g. Prince2, PMI certified or equivalent, Agile is desirable with people management skills

2. IISc Knowledge and E-Learning Network Instruction Designer; Number of positions: 01

Emoluments: Rs. 38,440 – Rs. 96,720 p.m. (Consolidated)

Essential Qualifications: BE / B.Tech or ME / M.Tech or PhD preferably in Electrical Engineering / Computer Science/Information Science / Data Science; experience as Instruction Designer in e-learning project a plus.

Desired Skills: Excellent technical skills to include working knowledge of eLearning development tools and system integrations for e-learning delivery, Experience with eLearning delivery and curation systems, In-depth knowledge of learning theories and instructional design models, Lesson and curriculum planning skills, Visual design skills (Dreamweaver, Photoshop, Illustrator), Ability to write effective copy, instructional text, audio and video scripts

Responsibilities: Create an engaging learning activities and compelling course content, work with subject matter experts to identify target audience's training needs, set instructional end goals and create content that matches them, visualize instructional graphics, the user interface and the finished product, analyze and apply trends and best practices in learning technologies and instructional design, provide exercises and activities that enhance the learning process, create supporting material/media (audio, video, simulations, role plays, etc), devise modes of assessment, such as tests or quizzes, to measure the effectiveness of the course, maintain project documentation and course folders

GENERAL CONDITIONS

1. These are contract positions and are subject to annual review and renewal. However, the engagement is terminable from either side without any reasons but with one month notice or salary in lieu thereof. The decision of the Institute in this regard shall be final and binding on the candidate. Duration is for the period of one year initially and extendable up to three years on yearly basis subject to satisfactory performance and conduct.
2. No accommodation will be provided on the campus to the selected candidate.
3. Except the consolidated and fixed emoluments, no other benefits will be extended.
4. The candidates have to appear in the selection process at their own cost.

Mode of Selection:

Candidates who are desirous to be considered strictly on the aforesaid terms and conditions may [send](#) their application package, including cover letter highlighting their suitability for the position, CV, degree certificate, and marks certificate, **as a single PDF** file attachment to office.iken@iisc.ac.in on or before 21.12.2020. Short-listed applicants will be called for an interview.

Applications received after the deadline will not be considered for selection.

Application deadline: 21 December 2020.