



भारतीय प्रबंध संस्थान काशीपुर
Indian Institute of Management Kashipur

**Selection of Executive Education Manager for Indian Institute of Management
Kashipur**

Job Location – Dehradun/ Kashipur

IIM Kashipur intends to immediately engage a suitable candidate for the above mentioned post, purely on contractual basis for a duration of one year (performance to be reviewed at the end of three months for continuation), but extendable to another term based on performance. The roles and responsibilities of the Executive Education (EE) Manager include enhancing the reach of Management Development Programs (MDP) of IIM Kashipur, admission of potential candidates in the executive programs, tie-ups with corporates, coordination with various stakeholders, among other activities. The EE Manager will be responsible for managing the MDP programs of IIM Kashipur. He/she therefore, will have to continuously interact with faculty, staff, students, and corporates, often managing several tasks simultaneously. Additionally he/ she is expected to be able to produce excellent documents, demonstrating high levels of written and verbal communication skills, ability to multitask and attention to detail. Managing over all MDP programmes office of IIM Kashipur will include (but not limited to):

1. Administrative work associated with MDP office
2. Responding to the demands of the client and facilitating and designing of the programmes along with faculties which includes preparation of the proposal and content based on various client organisation requirements
3. Facilitating in developing the MDP programme calendars and sending to the clients
4. Interacting with various agencies for marketing the open MDP including interacting with various client organisations
5. Overall managing the MDP programmes/ Online Education Programme from facility management to customer relationship management
6. Helping the team in direct and digital marketing the events
7. Managing and keeping the client data base and pro-actively marketing the programmes
8. Coordinating with online education technology providers in order to design and facilitate the smooth functioning of the programme
9. Managing the MDP information and preparing MIS of MDP as per the Institute requirement



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The candidate should have Post Graduate degree, excellent academic record and similar experience.

Remuneration: The EE Manager will give a consolidated salary of Rs. 30000 to Rs. 35000/- per month, based on experience.

Selection process: Shortlisted candidates will be called for interview in Kashipur/Dehradun. The MDP Office is located in Dehradun. Only those candidates who can attend full time office may apply. The responsibilities may require frequent travel to Kashipur, Delhi and other locations for interactions with faculty and corporates.

Duration: Appointments will be made purely on contract basis for a period of one year (performance to be reviewed at the end of three months for continuation).

How to apply: Apply [online](#) on the following link clearly mentioning your Skype ID

Link: <http://www.iimkashipur.ac.in/eem>

Last date of application: 11th Aug 2018.