ISSS Office Assistant: Part time

Job description

Institute of Smart Structures and Systems (ISSS) is a Professional Society which works towards enabling research excellence through providing a platform for researchers, academicians and industry personnel. The Society is looking for a part time worker who will work towards office keeping. The candidate must possess the following

Essential Criteria

- Degree or diploma holder
- Good communication skills in English. Both verbal and written
- Should have basic knowledge of MS office (Word, Excel, Power Point)
- Should be well versed in sending official emails
- Should have zeal and perseverance to complete a given task
- Should have experience in maintenance of office records

Desirable criteria

- Could have prior office assistance experience
- Ready to work on some weekends
- Experience in setting up office
- Experience in coordinating people and tasks

The salary will be Rs.10,000 per month. The candidate can work for half days including some weekends if required. Interested candidates can email the CV to the following email address. Can work from home with good internet access. Desirable if the candidate has his/her own IT infrastructure like laptop, WiFi and broadband connection.

ISSS President:
Dr. Vidyashankar Buravalla:
vidyashankarbr@gmail.com
Vidyashankar.Buravalla@ge.com
Or
ISSS Member Secretary
Dr. Veda S.N.
Veda.nmit@gmail.com

Details of List of activities: Admin

1. Website update-
   a. Regular updates of ISSS activities
   b. Update of ISSS brochure with latest activities
   c. Get notifications of blogs and chats on ISSS website. Inform relevant ISSS office bearers of the notifications
   d. Work with Secy and President to prepare agenda for GC
   e. Coordinate with Journal managers for Journal link updation
2. Sending emails to probable members to drive membership
   a. Getting access to other potential membership databases like IISc and other institutions Alumni.
   b. Start-ups in the relevant tech area.
3. Maintaining activity tracker-
   a. Send regular reminders to committee coordinators for follow-up action
   b. Help sub-committees with necessary admin support
      i. Follow-up with authors/content creators for Sukshma
4. Social media updates (FB/Twitter/ LinkedIn/YouTube)
   a. ISSS event alerts
   b. Event reports and blog updates
   c. Recognition of ISSS members
   d. Keep increased traffic
5. Maintaining record of Journal issues- Journal Managers
6. Disseminating information of ISSS activities to ISSS members and others-
   a. Automated emails to members
   b. Social media updates
7. Coordinating Foundation courses by sending emails to all applicants and course operators
   a. Coordinate with subcommittee to get course details
   b. Get publicity material (flyer) prepared by instructor
   c. Announce the course on website and social media
   d. Attendance records and completion data from instructor
   e. Prepare certificates and issual
   f. Payment to the instructor
8. Coordinating PMRF courses by sending emails to all applicants and course operators
   a. Check via email about membership status- enable membership before floating the course
   b. Get the course details form filled by instructor
   c. Get publicity material (flyer) prepared by instructor
   d. Announce the course on website and social media
   e. Attendance records and completion data from instructor
   f. Preparation and issual of certificates
9. Coordinating the webinars
   a. Work with Ashok/Hyd Chapter in communication, arranging for honorarium,
   b. Recording webinars and upload to our website
   c. Create 5 min or 10 min shortened versions for ISSS Channel teasers
   d. Follow-up on attendees and membership drive/follow-up