

Administrative Assistant

Chennai Mathematical Institute (CMI), a deemed-to-be University, is looking for an Administrative Assistant. The ideal candidate should be able to engage with people, fit into multiple roles and be enthusiastic to develop new skills.

Responsibilities

Responsibilities include, but are not limited to,

1. Provide support to the various organs of CMI's administration (Director, Dean, Registrar, COO, Accounts, *etc.*) in the form of collecting and analysing data and preparing documents.
2. Provide support related to students (generate transcripts, provide documents) upon instructions from Dean / Registrar.
3. Provide support related to faculty members (provide documents) on request.
4. Coordinate with academic visitors.
5. Schedule and announce seminars, colloquia, *etc.*
6. Maintain filing systems and records.

Educational background and skills.

1. An undergraduate degree.
2. Proficiency in spreadsheet calculations; good keyboard skills.
3. Familiarity with or the ability to learn to use database systems, web content management systems, ERP and other systems used in a typical university environment.
4. Effective verbal and written communication in English.
5. Effective verbal communication in Tamil.
6. Familiarity with Linux and free-and-open-source software. The job involves working primarily in a Linux / MacOS environment.

Other details

1. There will be a probation period of one year.
2. Salary will be comparable to that of similar positions in similar institutions / non-profit organizations.
3. Applications (Covering letter, CV, scan of degree certificate, scan of experience certificate(s)) should be sent by email to director@cmi.ac.in by 4th February 2023. Please note the following:

- a. Only PDF files are accepted. Please merge all the documents into a **single** PDF file, not more than 5 MB.
 - b. Please mention your current salary and your expectations from CMI in your covering letter.
4. Selection process will involve initial screening based on the application material, an aptitude test and an interview (for those short-listed from the aptitude test) to be held at CMI. The date of the screening test and interview will be communicated by email.
5. Important Note: CMI reserves the right to not fill the position in the event of not finding any suitable applicant.