

Job Descriptions

Executive Assistant to the Dean

- You are required to report to the Dean.
- Schedule and coordinate appointments, meetings, and events for the Dean.
- Proactively manage the Dean's calendar, ensuring effective time management and prioritization.
- Act as a liaison between the Dean and internal/external stakeholders.
- Handle incoming and outgoing communications, including emails, phone calls, and official correspondence.
- Prepare, edit, and organize reports, presentations, and other documents as required.
- Maintain an organized filing system for important documents and records.
- Arrange travel itineraries, accommodations, and logistics for the Dean.
- Submit travel expense reports and ensure timely reimbursement.
- Coordinate and organize meetings, including agenda preparation and distribution.
- Take minutes during meetings and follow up on action items.
- Oversee the daily operations of the Dean's office, ensuring a smooth and efficient workflow.
- Order and maintain office supplies as needed.
- Handle sensitive information with the utmost discretion and maintain a high level of confidentiality.
- Any other as directed by the Dean and the Management from time to time.

Assistant Manager, Academic Programs

- Assist faculty members in the preparation and dissemination of course materials (presentations, assignments, case studies).
- Coordinate scheduling and organizing of guest lectures, workshops, and seminars
- Facilitate the administration of examinations, assessments, and grading processes.
- Serve as a point of contact for student queries related to courses, attendance, and other academic matters.
- Manage the admin function of the LMS software.
- Maintain accurate attendance records and student performance data.
- Provide students with information on academic policies, course timelines, and deadlines.
- Maintain and update academic records and databases for students and faculty.
- Assist in preparing reports on student performance, attendance, and other academic metrics.

- Support faculty in tracking and analyzing academic trends for continuous improvement.
- Coordinate with various departments for the smooth execution of academic activities.
- Assist in organizing and managing the logistics for program events such as orientation, graduation, and special academic sessions.
- Facilitate communication between faculty, students, and administration regarding academic schedules and updates.
- Provide administrative support to academic committees as required.
- Assist in the development of new academic initiatives or projects.
- Manage student surveys and evaluations for continuous improvement of the academic programs.
- Any other as instructed by Head of the Institution and the Management from time to time.

Professor

- Carry out all academic processes like teaching learning, curriculum development and assessments.
- Work towards achieving student outcomes.
- Undertake research and / or R & D activities, write proposals and engage students in research activities.
- Publish Research papers and cases in journals as mandated by the Institution Engage in Management Development Programs (MDPs), Faculty Development Programs (FDP), Consulting and Research Projects.
- Establish Network and Collaborations with Industry and Institutions both National and International.
- Effectively handle mentoring program and all the student related programs.
- Enable compliance with various requirements of Accreditation Agencies like NAAC, MBA, NIRF, AACSB etc and any other Ranking and Accreditation as required.
- Contribute in all Institution development and student development when required.
- Any other as directed by the Dean and the Management from time to time.

In addition to above, the Head academics must have the proficiency in handling academic programmes.

Assistant Professor

Indicative List of Duties and Responsibilities:

- Carry out all academic processes like teaching learning, curriculum development and assessments.
- Work towards achieving student outcomes.
- Undertake research and / or R & D activities, write proposals and engage students in research activities.
- Publish Research papers and cases in journals as mandated by the Institution
- Engage in Management Development Programs (MDPs), Faculty Development Programs (FDP), Consulting and Research Projects.
- Establish Network and Collaborations with Industry and Institutions both National and International.
- Effectively handle mentoring program and all the student related programs.
- Enable compliance with various requirements of Accreditation Agencies like NAAC, NBA, NIRF, AACSB etc and any other Ranking and Accreditation as required.
- Contribute in all Institution development and student development when required.
- Any other as directed by the Dean and the Management from time to time.

Adjunct Professor in Entrepreneurship

- Interact with industry and support creation of an entrepreneurship cell driving ideation, incubation, etc.
- Carry out all academic processes like teaching learning, curriculum development and assessments.
- Work towards achieving student outcomes.
- Undertake research and / or R & D activities, write proposals and engage students in research activities.
- Publish Research papers and cases in journals as mandated by the Institution
- Engage in Management Development Programs (MDPs), Faculty Development Programs (FDP), Consulting and Research Projects.
- Establish Network and Collaborations with Industry and Institutions both National and International.
- Effectively handle mentoring program and all the student related programs.

- Enable compliance with various requirements of Accreditation Agencies like NAAC, NBA, NIRF, AACSB etc and any other Ranking and Accreditation as required.
- Contribute in all Institution development and student development when required.

Assistant Manager, Digital Contents Creation

Indicative List of Duties and Responsibilities:

- You are required to report to the Dean.
- You will work under the supervision of Head Admissions & Marketing.
- Create visually appealing designs for a variety of marketing materials, including brochures, posters, banners, digital advertisements, social media graphics, and other promotional materials.
- Ensure brand consistency and adherence to design guidelines across all platforms.
- Work closely with the Marketing and Communications team to understand project requirements and objectives.
- Collaborate with other departments to gather information and insights for designing relevant and effective materials.
- Develop innovative and creative concepts for visual communication that align with the institutes brand and messaging.
- Stay updated on design trends and incorporate fresh ideas into design projects.
- Create multimedia elements, including infographics, videos, and interactive content, to enhance communication and engagement.
- Demonstrate proficiency in graphic design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign), and other relevant tools.
- Respond to feedback from stakeholders and make necessary revisions to designs to ensure the final deliverables meet expectations.
- Create high-quality, engaging, and SEO-optimized content for various platforms, including the website, social media, newsletters, brochures, and other marketing collaterals.
- Ensure consistent and impactful messaging that reflects the institute & unique identity and positioning.
- Collaborate with marketing and communication teams to maintain brand voice and tone across all channels.
- Develop and implement a content strategy that aligns with the overall marketing and communication goals of Ramaiah Institute of Management.
- Any other as instructed by Head of the Institution and the Management from time to time.

Senior Manager Administration: Indicative List of Duties and Responsibilities:

- Lead and manage the administrative team, providing guidance, training, and development.
- Delegate tasks effectively and ensure team performance aligns with organizational goals.
- Conduct performance reviews and manage recruitment of administrative staff.
- Oversee the maintenance, security, and operation of office facilities and equipment.
- Ensure all the HR policy, practices, reviews are conducted in a time bound manner.
- Ensure the office environment is clean, safe, and well-maintained.
- Manage relationships with external vendors for office supplies, maintenance, and other administrative needs.
- Develop and implement administrative policies and procedures.
- Ensure the smooth operation of office services such as telecommunication, mail distribution and office supplies.
- Oversee the management of office budgets, invoices, and cost-control measures.
- Manage the procurement process for office supplies, equipment, and other resources.
- Track and manage inventory levels to avoid shortages or overstocking.
- Negotiate with vendors for better pricing, terms, and service levels.
- Plan and organize corporate events, meetings, and conferences.
- Oversee employee travel arrangements, accommodations, and logistics.
- Assist in preparing and managing the administration department & budget.
- Ensure cost-effective use of resources and minimize unnecessary expenses.
- Ensure all administrative functions comply with company policies, health and safety regulations, and local laws.
- Assist with internal audits, risk management, and business continuity planning.
- Liaise with other departments and external partners to streamline communication and collaboration.
- Serve as a point of contact for internal and external inquiries related to administration.
- Support in the planning and execution of premises development relating to RIM and other GEF Institutions as and when required.
- Effectively plan the tasks and co-ordinate with the management, faculty and students for ensuring that the overall administration of the activities are taking place without any issues.
- Any other as directed by the Dean and the Management from time to time.

Research/Academic Assistant

- Undertake and assist Academic and Industry research in the Institute
Developing research proposal by publishing papers, submitting research proposal and strengthening the research ecosystem.
- Coordinating for Industry research and the consulting assignment of Institution and faculty.
- Conduct or assist in reviews collection and analysis of data relating to research and consulting projects.
- Enhance student's participation in the research projects and consulting.
- Improving collaboration with Industry and research project granting bodies.
- Assisting faculty in writing research papers and articles also work on papers individually too.
- Coordinating the Research Activity in the Institution and research proposal and liasoning with research organization
- Assisting in Journal work by connecting to editors and reviewers.
- Teaching courses as and when required.
- Any other work assigned by Dean and the Management from time to time.

Manager: - Quality Assurance and Accreditation

- Develop and implement a comprehensive Quality Assurance (QA) framework to
- monitor and improve academic and institutional performance.
- Lead internal quality audits, evaluations, and reviews across programs, departments, and support units.
- Coordinate preparation, documentation, and submission for national and international accreditation processes (e.g., AACSB, AMBA, EQUIS, NAAC, NBA).
- Track compliance with accreditation criteria, policies, and continuous improvement requirements.
- Support development of academic policies, benchmarking, and performance standards.
- Rankings and Ratings Management
- Manage data collection, validation, and reporting for institutional rankings and ratings (e.g., NIRF, QS, Financial Times, Business Today, Outlook, etc.).
- Benchmark institutional performance against peer B-Schools globally.
- Analyze ranking outcomes, identify improvement areas, and recommend strategies to enhance positioning.
- Coordinate with internal stakeholders (Admissions, Career Services, Research, Alumni Relations, etc.) to gather accurate and timely data.

- Institutional Research and Data Management Maintain a centralized database of institutional performance indicators, outcomes, and metrics.
- Conduct research and analysis on key performance trends in teaching, learning, research, placements, and outreach.
- Prepare periodic reports and dashboards for leadership review.
- Continuous Improvement and Policy Development, Drive continuous improvement initiatives in academic processes, student learning outcomes, and administrative efficiency.
- Support faculty and department heads in implementing best practices in teaching, assessment, and program review.
- Conduct training sessions and workshops on quality assurance and accreditation awareness.

Head – Corporate Relations and Placements: Indicative List of Duties and

A. Placement:

- Working in co-ordination with and under the advice of the Head of the Institution.
- Assuming responsibilities for Final Placements and Summer Internships of Ramaiah Institute of Management as well as its sister organizations.
- Networking with HR department of existing/prospective recruiting companies.
- Updating and validating the data of existing /prospective recruiting companies.
- Ensuring the smooth conduct of placement process both on and off campus
Adding new companies to data bank and facilitating their campus visit for recruitments.
- Working closely with students to identify their capacity building needs and responding to their needs.
- Facilitating the conduct of Pre-Placement Training Programs.
- Drafting the Placement Policy under the guidance of Dean, Faculty Placement Committee and Head – Corporate Relations and Placements and circulating among the students.
- Identifying suitable representatives from among the students to represent them in the student Placement Committee and ensure smooth conduct of the placement process.
- Designing the placement brochure, getting it printed and arranging for its distribution among potential recruiter well in time.
- Providing necessary inputs to the students about visiting organizations, job description, offered salary, selection process etc.
- Facilitating conduct of orientation programs by the Faculty members before companies visit the campus.

- Arranging for Pre-Placements Talks and readying the facilities at the campus for tests and interviews.
- Distributing appointment letters and collecting acceptance letters from students and dispatching the same to the recruiters and employers.
- Inviting companies for summer internship placements.
- Working in close co-ordination with recruiting companies for summer placements.
- Maintaining structured information on the results achieved, feedback received from employers and reporting the same to Head – Corporate Relations and Placements.
- Ensuring that post recruitment processes (regarding the date of joining, submission of required documents etc. goes smoothly.
- Maintaining placement related files and records
- Motivating, guiding and developing the Placement Assistant.

B. Alumni Relations:

- Networking with, establishing and maintaining relationships with Alumni to obtain job leads and enhancing employment opportunities for students.
- Maintaining and updating Alumni database batch wise/year wise/course wise.
- Facilitating regular contact with Alumni and updating them about the institute's activities.
- Facilitating conduct of Alumni Meet every year.
- Any other work/assigned by Head – Corporate Relations and Placements, Chairperson Faculty Placement Committees and the Dean.
- Managing the Alumni Portal.

C. Corporate Relations:

- Facilitate Conducting of Corporate Conclaves
- Facilitate participation of Corporate Employees and Industry representative in institute activities such as Syllabus Review, Research Conferences, Special Courses, Certification Programs, Management Development programs, specialized course Modules Solicit Research and Consulting assignments as well as training assignments from corporate entities Any other duties and responsibilities assigned by the Head of the Institution / Management from time to time.

Manager, International Operations

- You are required to work under the directions and supervision of the Dean.
- Coordinate inbound and outbound student exchange programs.
- Provide end-to-end support, including application processing, orientation, and travel arrangements.
- Serve as the primary point of contact for students, addressing queries and ensuring a positive mobility experience.
- Facilitate international faculty exchange programs and collaborative visits.
- Manage travel schedules, accommodation, and necessary approvals for participating faculty.
- Prepare, review, and maintain all documentation related to international mobility programs.
- Ensure compliance with institutional, national, and international regulations and policies.
- Assist with visa processes, health insurance, and other travel-related documentation.
- Develop and maintain detailed records of all mobility activities.
- Prepare regular reports and presentations on program participation, outcomes, and feedback.
- Analyse data to identify trends and suggest improvements to enhance program effectiveness.
- Provide personalized support to students and faculty, addressing their concerns and resolving issues promptly.
- Assist in organizing information sessions, workshops, and webinars to prepare participants for international experiences.
- Any other as directed by the Dean and the Management from time to time.