

**LMS Platform Administrator (for online PGDM Programme)**

is required by Management Development Institute Gurgaon through its Manpower outsourcing agency.

**QUALIFICATION AND EXPERIENCE**

Bachelors/Master's degree, preferably in Computer Science/Computer Applications or related discipline and at least 12 months of relevant work experience. **Consolidated Remuneration:** As per Industry Norms.

Interested person may apply and send their CV on [rapidaction44@gmail.com](mailto:rapidaction44@gmail.com) latest by 02<sup>nd</sup> December, 2022. Details about Management Development Institute Gurgaon can be viewed at the Institute website: [www.mdi.ac.in](http://www.mdi.ac.in)

**JOB TITLE: LMS Platform Administrator (For Online PGDM Programme) through Manpower Outsourcing Agency M/s RASI**

**Job Location: MDI Gurgaon**

**Employer: M/s RASI**

*Job Responsibilities:*

- Configure and administer technology platforms used to deliver online academic program
- Troubleshoot technology issues in online delivery of academic program
- Train faculty and staff in using ed-tech solutions
- Assist faculty in using LMS
- Liaison with IT department for smooth delivery of programs
- Monitor and provide 24x7 support for IT related issues pertaining to the program

*Experience and Competencies:*

- Experience in administering Canvas/Moodle LMS
- Experience with online academic program management
- Strong communication skills (oral/written)

*Qualifications:*

- Bachelors/Masters degree, preferably in computer science/ computer applications or related disciplines
- At least 12 months of relevant work experience

It's a full-time job based out of MDI Campus. (WFH is not encouraged). The classes for this programme will be held on weekends and late evenings on online mode, so the office timings will involve late evening and weekend slots as well.

*Tenure:*

- The Online PGDM programme is expected to be launched towards the end of January 2023 by the client Institute. The LMS Platform Administrator will be required latest by 15<sup>th</sup> December, 2022.

*Remuneration:*

- The remuneration will be as per the Industry norms.

Employment will be made by M/s RASI for its client Management Development Institute, Gurgaon.