

Alumni Association

Indian Institute of Technology Kanpur

Advertisement for the Post of IT Manager

The Alumni Association, IIT Kanpur invites applications with a CV for the post of IT Manager, Alumni Office, IIT Kanpur. Applicants must be a Bachelor in computer science/ Master degree in relevant field preferably with B.tech degree and at least 2+ year of experience:

No. of positions: 1 (One)

Consolidated Salary range: Rs.2,80,000 - Rs.3,50,000 Per annum

Desired qualifications:

- Programming knowledge in HTML, CSS, Bootstrap, PHP, MySQL, Python PostgreSQL, JavaScript, JQuery, Apache Server.
- Excellent knowledge of technical management, information analysis and of computer hardware/software systems.
- Experience managing online portal (Request management, Order Management, Member Management etc)
- Solid understanding of GSuite (Gmail, Drive, Groups, Single Sign ON)
- Solid understanding in management of Social Media Platforms like (Twitter, Facebook, Instagram and LinkedIn)
- Good writing and speaking ability in English.
- Ability to work on deadline-driven projects.

Job Description:

- Should be sound in digital marketing.
- Should be able to manage & maintain website.
- Maintaining server, IT admin panel, online portal system and electronic data operations.
- Ensure security of data, network access and backup systems.
- Identify problematic areas and implement strategic solutions in a timely manner.
- Should be able to handle other office responsibilities.

Duration:

Appointment will be made initially for one year and can be extended up to three years, subject to satisfactory performance. The appointment can be terminated at any time if found unsatisfactory.

Tentative date of interview: Second week of July 2021

**Interested candidates, please apply by post or email by June 30, 2021 to the
Office of Alumni Association**

Room no. 301, 3rd Floor, Academic Affairs Building

IIT Kanpur- 208016

Email: office@iitkalumni.org

Phone: 9453131387 / 9555646660