Job Opportunity: Assistant to Chief Examination Coordinator

Organization: Mathematics Teachers' Association (India) - MTA(I)
Location: IISER Mohali, Mohali, Punjab.
Role: Administrative Support, Part time.
Equivalent to 3 days a week or 14 days a month.
Note: Position is contractual, initially for one year. However, based on performance, it can be extended every year. First one month will be treated as probationary.

About MTA(I):

The Mathematics Teachers' Association (India), MTA(I), is a national organization dedicated to the support and professional development of mathematics teachers and the improvement of mathematics education at all levels across India. A key activity of MTA(I) involves the coordination and smooth execution of various examinations, including the prestigious Indian Olympiad Qualifier in Mathematics (IOQM) which is the first step to the official Indian Mathematics Olympiad Program.

The Opportunity:

MTA(I) is seeking a highly organized and proactive individual to provide comprehensive administrative support to the Chief Examination Coordinator. This role is crucial in ensuring the efficient management and successful implementation of all examination-related activities undertaken by the Association. The position is based out of Mohali.

Key Responsibilities:

- Provide dedicated administrative and operational support to the Chief Examination Coordinator.
- Manage and organize extensive examination-related documentation, records, and correspondence, both physical and digital, with utmost accuracy and confidentiality.
- Facilitate communication between the Chief Examination Coordinator's office, examination centers, invigilators, participating institutions, and students.
- Handle and respond to queries related to examinations via email, phone, and in-person in a timely and professional manner.
- Maintain and update databases of examination participants, centers, and other stakeholders.
- Assist in the processing of examination entries and results under the guidance of the Coordinator.
- Coordinate meetings, prepare agendas, and draft minutes for examination-related committees or discussions.
- Undertake any other administrative tasks as assigned by the Chief Examination Coordinator to ensure the smooth functioning of the examination processes. This may include other duties emanating from the host institution, or from MTA(I).

Qualifications and Skills:

- Bachelor's degree in any discipline. **Fluency in mathematics is NOT a prerequisite.**
- Proven experience in an administrative or support role, preferably within an educational or examination-focused environment.
- Exceptional organizational and time-management skills with the ability to prioritize tasks effectively and meet deadlines.
- Strong attention to detail and a high level of accuracy in all work.
- Excellent written and verbal communication skills in English; proficiency in Hindi will be an advantage.
- Proficient in using Google Office Suite (Docs, Sheets, Drive, Mail) and comfortable learning new software and database systems. Skills related to website handling or programming are not essential but will be a plus.
- Ability to handle confidential information with discretion and integrity.
- A proactive and resourceful approach to problem-solving.
- Strong interpersonal skills and the ability to work effectively both independently and as part of a team.
- Familiarity with the Indian education system and examination procedures would be beneficial.

Salary:

- Rs. 22,000/- consolidated salary.

Selection Procedure:

First level of screening will happen through a review of submitted CV and documentation. Final selection will be made by a committee appointed by MTA(I) and may involve an interview.

How To Apply:

- Interested candidates are invited to submit their resume and a cover letter detailing their suitability for the role to vaibhav@iisermohali.ac.in.
- Suitable candidates may be called for an interview, which may be held online.
- Selected candidates will be directly informed over email.

MTA(I) is an equal opportunity employer. We encourage all qualified individuals to apply.

Important Dates:

Advertisement date: 11th July 2025. Deadline for applications: 25th July 2025.