



# THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

**March 15, 2012**

## **NOTICE**

This is for the information of all **UG and PG Final semester** students that a Consumer internet startup Company **Grow with Us**, based out of Jaipur and Chicago is looking for:

### **Profile      Management Associates**

#### **Job Description**

- **Content Preparation**
  - English script would be given
  - Use Google translate for native and phonetics conversion
  - Develop power-point presentations
  - Web based Content research on miscellaneous topics based on learning requirements of the students
- **Client Coordination & Logistics**
  - Lesson schedules, calendars, cancellation requests, content sharing
  - Email management
  - Manage various databases used for software tools to aid the teaching process.
  - Manage other requests and be open to take up day-to-day challenges in a dynamic start-up environment

#### **Key skills required:**

- Excellent communication skills
- Excellent command over MS power-point, MS excel, MS outlook
- Good to have – knowledge of various languages

**Working** - 6 days a week (**part time opportunities** available as well)

**Annual CTC** - INR 1,80,000 p.a.

Students interested in applying must send in their resumes to [icgplacement@gmail.com](mailto:icgplacement@gmail.com)

For further details please contact the Placement Officer

**Dr. Raakhi Gupta**  
**Rector & Registrar**