Post	**Project Support Staff –** **A** Content Writer, - **Embedded System Design Blended Learning Program** - **Artificial Intelligence Blended Learning Program** - **High-Performance Computing (HPC) Blended Learning Program** - **Blended Learning Program of IEEE** **B**. Data Management **C**. Documentation **D**. Outreach **E**. Operations Management
No. of Posts	08
Location	Bengaluru
Age	35 years
Educational Qualification	1. Graduate with 50% Marks **OR** 2. Post Gradate (Preferably MBA in HR or equivalent) with 50 % marks in Graduation
Post Qualification relevant Experience	For Graduation - Min 3 years For Post Graduation - Nil
Skill Sets	**A. Content Writer** • Excellent written communication skills, with the ability to explain complex technical concepts namely a. Embedded System Design b. HPC concepts, c. AI concepts d. content creator, instructional designer, or similar role, preferably in a blended learning or e-learning environment in a clear and concise manner. • Strong research skills to gather information from diverse sources and translate it into comprehensive and engaging content. • Familiarity with instructional design principles and adult learning theories is a plus. • Proficiency in using content writing and collaboration tools, such as Microsoft Office suite, Google Docs, and project management platforms. • Attention to detail and ability to meet deadlines in a fast-paced environment. • Strong collaboration and teamwork skills to work effectively with subject matter experts, instructional designers, and other team members. • Strong knowledge and understanding of instructional design principles, learning theories, and best practices. • Proficiency in using multimedia tools, graphic design software (e.g., Adobe Creative Suite), and e-learning authoring tools (e.g., Articulate Storyline, Adobe

Captivate).

- Experience in developing engaging and interactive multimedia content, such as videos, interactive presentations, and online modules.
- Strong attention to detail and ability to meet project deadlines in a dynamic environment.
- Collaborative mindset with the ability to work effectively in a team and engage with subject matter experts and stakeholders.
- Familiarity with learning management systems (LMS) and e-learning standards (SCORM, xAPI) is a plus.

C. Documentation

- Proven experience as a Documentation Expert, Technical Writer, or similar role, preferably in a technical or software development environment.
- Excellent writing and editing skills, with a strong command of grammar, punctuation, and clarity of expression.
- Ability to understand complex technical concepts and translate them into user friendly documentation.
- Proficiency in using documentation tools and software, such as Microsoft Word, Adobe FrameMaker, MadCap Flare, or Confluence.
- Familiar with document management systems and version control systems.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Attention to detail and a commitment to producing high-quality documentation.
- Good interpersonal and communication skills to effectively collaborate with subject matter experts and cross-functional teams.
- Knowledge of visual design principles and the ability to create visually appealing graphics or diagrams is an added advantage.
- Certificate course in Technical Writing, English, Communication, or a related field is desirable.

B, D, E. Data Management, Outreach and Operations Management

- Knowledge of various graphical tools like photoshop, Illustrator along with data handling and documentation tools like MS Office (PowerPoint, Excel, Word) Advance Excel, including advanced formulas, pivot tables, data validation, macros and Google sheets
- Excellent planning, data management   and organizational skills.
- Basic data analysis, reporting and documentation skills.
- Social media handling, ability to create contents for promotion and outreach.
- Excellent Coordination and independent of handling tasks, multi-tasking and taking initiative.
- Time management skills, an awareness of deadlines and the ability to prioritize wherever necessary.
- Ability to adapt in agile environment and multitask across different project Requirements, act promptly.
- Excellent and fluent communication skills in English – verbal, written and visual. Strong PR skills
- Presentable and willing to travel, for marketing, outreach and awareness Programs.
- Capturing and analyzing social media metric.

Job Profile	**A. Content writer**
	• Create high-quality written content for a blended learning program on
	    Embedded System Design.
	    Artificial Intelligence.
	    High- Performance Computing
	• Conduct in-depth research on embedded systems, IEEE standards and industry best practices AI concepts, algorithms, methodologies, applications, and industry trends HPC concepts, architectures, parallel programming, performance optimization, and related industry trends to ensure accuracy and relevance of the content.
	• Work closely with subject matter experts and instructional designers to understand the program's learning objectives and target audience.
	• Develop content outlines, structure and flow to effectively communicate complex Embedded system /AI /HPC concepts in a clear and concise manner.
	• Write engaging and informative content that caters to learners' needs and provides valuable insights into embedded system design / AI / HPC principles, methodologies, tools and applications.
	• Incorporate instructional design principles to ensure the content aligns with adult learning principles and supports active engagement and knowledge retention.
	• Revise and edit content based on feedback from reviewers, subject matter experts, and stakeholders to ensure accuracy, clarity, and consistency.
	• Updated on emerging trends and advancements in embedded system design / AI/HPC and related IEEE standards to continuously improve the quality and relevance of the content.
	• Collaborate with subject matter experts and instructional designers to understand the learning objectives, target audience, and program requirements.
	• Develop engaging and interactive learning materials, including online modules, videos, presentations, infographics, assessments, case studies, and other multimedia content.
	• Apply instructional design principles to design content that promotes active learning, knowledge retention, and skill development.
	• Utilize multimedia tools, graphic design software, and e-learning authoring tools to create visually appealing and interactive content.
	• Conduct thorough research on the program topics, ensuring accuracy, relevance, and up-to-date information in the content.
	• Incorporate gamification elements, simulations, and interactive activities to enhance learner engagement and interactivity.
	• Collaborate with a multidisciplinary team, including instructional designers, graphic designers, videographers, and subject matter experts.
	• Revise and update content based on feedback from reviewers, stakeholders, and learners to improve its effectiveness.

- Ensure the content aligns with IEEE standards, instructional objectives, and the program's learning outcomes.
- Stay updated on emerging trends, technologies, and best practices in instructional design and blended learning methodologies.

- Skilled and innovative Content writer to develop high-quality educational content for a blended learning program focused on
- Embedded system Design
- Artificial Intelligence (AI)
- High- Performance Computing (HPC)
- To develop high quality educational content for blended learning program of IEEE (Institute of Electrical and Electronics Engineers).
- The candidate should have a strong background in Embedded systems, Artificial Intelligence (AI), in HPC technical writing and a passion for creating educational content.
- The Content Writer will play a key role in developing engaging and informative written materials to support the learning objectives of the program.
- The candidate should have a strong background in instructional design, multimedia content creation and a passion for delivering engaging and interactive learning experiences. The Content Creator will play a key role in designing and producing content that aligns with IEEE standards and enhances the learning outcomes of the program
- Talented and creative Content Creator to develop high quality educational content for a blended learning program of IEEE (Institute of Electrical and Electronics Engineers).

B. Data Management

- Collaborate with various teams in generating story boards, ideations, branding, and designing of contents that align to project concepts.
- Create documents, reports, posts, design solutions, assist in audio- visual content creation for project and outreach activities.
- Engage in or assist with the creation and implementation of user training manuals and materials as needed.
- Assist in data management using MS Office (Excel, Word, Powerpoint)
- Create detailed flowcharts to illustrate process steps and procedures, including relevant screenshots, graphs, charts, tables, etc.
- Collect, organize, and maintain data in Excel spreadsheets, ensuring accuracy, completeness, and data integrity.

C. Documentation

- Develop, update and maintain a variety of documentation materials, including user manuals, technical specifications, standard operating procedures and other instructional and reference materials.
- Collaborate with subject matter experts and engineers to gather information and understand the technical aspects of the projects or processes being documented
- Research, analyze, and interpret technical data and translate it into clear and comprehensible documentation for various audiences, including end-users, technicians, and internal staff.
- Ensure the accuracy, consistency and quality of documentation through meticulous proofreading, editing and formatting.
- Organize and categorize documentation content in a logical and user-friendly manner, utilizing appropriate templates, style guides, and document management systems.
- Collaborate with cross-functional teams to gather feedback and incorporate revisions or updates into the documentation materials.
- Keep abreast of industry best practices and trends in technical writing and documentation standards and suggest improvements or enhancements to existing documentation processes.
- Conduct periodic reviews and audits of documentation to ensure its accuracy, relevance, and compliance with regulatory requirements, if applicable

D. Outreach

- Monitor social media channels for trending news, ideas and memes, then capitalize on those trends through our social media accounts.
- Perform research into clients' industries and provide actionable tips and advice for expanding the product/services reach in the digital space.
- Utilize various graphics suite, including Photoshop, Illustrator, and InDesign, to create a wide range of graphic solutions that may include presentations, templates, infographics, newsletters, white papers, logos, brand identity assets, websites, e-learning modules, job aids, and print assets.
- Assist with capturing and analyzing social media metrics.
- Develop new social media campaigns.

E. Operations Management

- Support and facilitate day-to-day operations to promote seamless coordination within the organization
- Utilize Microsoft Suite tools (Excel, PowerPoint, Word) and Google Sheets for data management and reporting and document management.
- accuracy, completeness, and data integrity. Develop efficient processes for data entry and retrieval.
- Develop streamlined procedures for effective data entry and retrieval to optimize efficiency in managing the data.

	- Create and generate regular reports that present data in a clear and concise manner. - Conduct thorough analysis of trends, patterns, and metrics within the data to identify valuable insights. Based on these findings, provide actionable recommendations to drive informed decision-making. - Monitors all operational processes and procedures using a compliance management platform to ensure that the company complies with all standards. - Manage data across Management Information System (MIS) platforms - Manages information flow by researching, recording and analysing data and information - Identify potential areas for process automation and efficiency improvement by leveraging Excel functionalities. Implement automated solutions to streamline tasks and reduce manual effort. - Perform regular data checks and validation procedures to maintain data accuracy and consistency. Implement measures, such as data validation rules, to identify and resolve any discrepancies or errors in the data. Leverage visualization tools to create visual representations of data, including charts, graphs, trendlines, summarizations, etc. to provide insights to data. - Support in providing periodic reports and analysis data
Salary	Min Rs. 3.00 LPA
Duration	Initially for a period of 3 years