

Careers

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Current Openings

Academic & LMS Coordinator

Job Code **JNU/NOV/25/150** Last Date for Apply **31 Dec 2025**

Short Description

Join Our Team at JNU! We're looking for an Academic & LMS Coordinator to power our learning revolution! | Jaipur | Full-time

Detailed Job Description

- Organization:** Jaipur National University
- Department:** Center For Distance and Online Education (CDOE)
- Location:** Jaipur, Rajasthan
- Position Type:** Full-time
- Reports To:** Senior Authority

Position Overview

The Academic and LMS Coordinator will serve as a key liaison between faculty, students, and technology teams to ensure seamless delivery of online and distance learning programs at Jaipur National University. This role requires a blend of academic coordination, technical proficiency in Learning Management Systems, and strong communication skills to support the university's growing initiatives.

Key Responsibilities

Academic Coordination

- Coordinate with faculty members to design, develop, and update course content for online and distance learning programs.
- Monitor academic schedules and ensure adherence to semester timelines for OL/ODL programs.
- Assist in onboarding new faculty to online teaching methodologies and LMS platforms.
- Maintain academic records and generate reports on student progress and course completion rates.
- Ensure timely uploading and organization of course materials, syllabi, assignments, and assessments on the LMS.
- Facilitate communication between students, faculty, and administrative staff regarding academic matters.
- Coordinate assignments, discussion forums, and examination processes including question paper preparation, scheduling, and result compilation with COE.

LMS Management

- Administer and maintain the Learning Management System.
- Troubleshoot technical issues related to LMS access, functionality, and content delivery.
- Monitor system performance and coordinate with IT teams for upgrades, maintenance, and security.
- Generate analytics and reports on LMS usage, student engagement, and platform performance.
- Coordinate with the IT team to create and configure courses, user accounts, and enrollment processes on the LMS.
- Train faculty and students on effective use of LMS features including discussion forums, assignments, quizzes, and grade books.
- Implement quality assurance measures to ensure consistent course structure and user experience.

Student Support

- Serve as the primary point of contact for student queries related to online and distance courses and LMS access.
- Coordinate orientation sessions for new OL/ODL students.
- Monitor student participation and alert faculty about low engagement or at-risk students.
- Provide technical assistance and guidance to students navigating the online learning environment.
- Address and resolve student grievances related to academic and technical matters promptly.

Administrative Tasks

- Prepare and maintain databases of student enrollment, faculty assignments, and course schedules.
- Coordinate with examination and evaluation teams for smooth conduct of online assessments.
- Support marketing and outreach efforts for online programs through content development.
- Generate periodic reports for management on program performance and student outcomes.
- Assist in the development of policies and procedures for OL/ODL programs.

Required Qualifications

Education

- Master's degree in any stream.

Experience

- Minimum 2–3 years of experience in academic coordination or educational technology.
- Prior experience in an online/distance education environment preferred.
- Hands-on experience with Learning Management Systems.
- Experience in a higher education setting is an advantage.

Technical Skills

- Strong computer skills including MS Office Suite and Google Workspace.
- Basic understanding of e-learning content standards.
- Familiarity with video conferencing tools (Zoom, Google Meet, Microsoft Teams).

Soft Skills

- Excellent written and verbal communication skills in English and Hindi.
- Problem-solving mindset with attention to detail.
- Customer service orientation with patience and empathy.
- Strong organizational and time management abilities.
- Ability to work independently and collaboratively with diverse teams.

What you'll do

- Coordinate with faculty, students & tech teams for CDOE programs
- Manage Learning Management System

Perfect for tech-savvy education enthusiasts with great communication skills!

Drop your resume at: hitesh.kakkar@jnujaipur.ac.in

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