



ST JOSEPH'S UNIVERSITY

ಸೈಂಟ್ ಜೋಸೆಫ್ಸ್ ವಿಶ್ವವಿದ್ಯಾಲಯ

STAFF RECRUITMENT 2023

Applications are invited for the following posts:

Interested candidates for the following non-teaching posts should fill out the Google Form (link provided below), and upload their CV and a Cover Letter as attachments to the form. The Google Form should be submitted on or before **Sunday, 12th March 2023**.

Google Form link: <https://forms.gle/9oFWCY5L1C9wtgtN6>

NON-TEACHING POSTS

1. ERP ADMINISTRATOR

Qualification: A Bachelor's Degree in Computer Science, Information Technology, BCA, or candidates with relevant certifications.

Skills:

- Strong technical skills in Educational ERP systems.
- Excellent problem-solving and analytical skills.
- Effective communication skills to work with different teams.

Desirable Experience:

- 2 to 5 years of experience in IT Support, Administration, or IT Admin.
- Ability to handle a team.
- Experience with installing, configuring, and maintaining hardware and software.
- Experience with troubleshooting technical issues and providing user support.
- Prior experience in a clerical or administrative support role is preferred but not essential.
- Experience with data entry, filing, and record keeping.
- Knowledge of office procedures and practices.
- Knowledge of IT infrastructure and architecture, such as servers, storage, and backup.
- Understanding of IT best practices, standards, and regulations.





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2. ASSISTANT ERP ADMINISTRATORS

Qualification: A Bachelor's Degree in Computer Science, Information Technology, BCA, or candidates with relevant certifications.

Skills:

- Ability to learn new technologies quickly and adapt to changing environments.
- Strong technical skills in ERP systems.
- Excellent problem-solving and analytical skills.
- Effective communication skills to work with different teams.
- Familiarity with office equipment, such as copiers, fax machines, and scanners.

Desirable Experience:

1. About 2 years of experience in IT support, and administration.
2. Ability to work in a team.
3. Experience with installing, configuring, and maintaining hardware and software.
4. Experience with troubleshooting technical issues and providing user support.
5. Prior experience in a clerical or administrative support role is preferred but not essential.
6. Experience with data entry, filing, and record keeping.
7. Knowledge of office procedures and practices.

NOTE: The selected candidates are expected to join immediately after the final selection.

St Joseph's University
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