



**ST JOSEPH'S
UNIVERSITY**

ಸೈಂಟ್ ಜೋಸೆಫ್ಸ್ ವಿಶ್ವವಿದ್ಯಾಲಯ

STAFF RECRUITMENT 2024

Applications are invited for the following posts:

Interested candidates for the following non-teaching post 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, 11th August 2024.**

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

NON-TEACHING POST

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 & Advanced Excel
- Excellent problem-solving and analytical skills.
- Effective communication skills to work with different teams.

Desirable Experience and Requirements:

- 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.



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