Position Title: Assistant Co-ordinator
Department/Division: Geo-Intel Lab, IITTNiF
Location: IIT Tirupati Navavishkar I-Hub Foundation (IITTNiF)
Employment Type: Ad-hoc (12-month contract, including 3 months probation)
Reporting To: Technology Manager - PNT
Working Days: Six days a week (Monday to Saturday)
Office Timings: 9.00 AM - 5.30 PM
Mode of Work: Offline
Number of Positions: 1
Created by: Dr Thangavelu A

Role Summary:

The Assistant Coordinator will support the academic outreach, awareness, and pre-implementation activities of the Positioning, Navigation, and Timing Laboratory (PNT Lab) under IITTNiF. Since the PNT Lab is in the pre-establishment phase, the role focuses on coordination, academic program execution, documentation, student engagement, and outreach support, rather than physical lab operations. The position plays a key role in building readiness for future PNT Lab establishment through structured outreach and capacity-building activities.

Roles and Responsibilities:

A. Academic Outreach & Program Support

- Assist in planning and conducting workshops, FDPs, and awareness programs
- Coordinate logistics for outreach events (venue, registration, attendance, materials)
- Support invited lectures, expert talks, and academic interactions

B. Student & Faculty Engagement

- Coordinate student participation in all the programs
- Assist in identifying interested students for projects, internships, and competitions related to PNT and geospatial technologies
- Support faculty members during academic outreach activities

C. Pre-Implementation Support for PNT Lab

- Assist in collecting information related to lab requirements, outreach outcomes, and readiness indicators

- Support the preparation of notes and drafts for future PNT Lab establishment proposals
- Maintain records of activities contributing to the lab justification

D. Documentation & Reporting

- Prepare reports for seminars, workshops, and outreach activities
- Maintain attendance sheets, photographs, feedback forms, and event records
- Assist in preparing monthly progress reports for submission to the Project Director/Technology Manager

E. Coordination & Communication

- Act as a coordination link between students, faculty, and the outreach team
- Support communication with external academic institutions and collaborators
- Assist in maintaining official records and correspondence related to outreach

---

Preferable Qualifications:
- Bachelor's or Master's degree in:
  - Engineering/Technology
  - Geomatics / GIS / Remote Sensing
  - Electronics / Electrical / Computer Science
  - Applied Sciences or related disciplines
- Basic understanding or interest in:
  - PNT concepts
  - GIS and geospatial technologies
  - Academic or technical outreach activities

Desired Traits:
- Good communication and coordination skills
- Willingness to work in an academic outreach and learning-oriented environment
- Ability to handle documentation and reporting work
- Interest in emerging technologies and academic programs
- Organized, proactive, and responsible attitude
- Ability to work with students, faculty, and senior project staff

Geo-Intel Lab

Eligibility Criteria:

- **Minimum Experience:** 0–2 years (academic or project coordination experience preferred but not mandatory)
- **Maximum Experience (if applicable):** Not specified
- **Freshers may apply:** Yes
- **Age Limit:** As per IITTNiF / Project norms

Nature of the Role (Important Clarification)

This position is academic outreach and coordination-oriented, especially suited for candidates interested in:

- Technology awareness programs
- Academic project environments
- Preparing for future lab and research centre establishment