

Title: Process Automation and AI Integration Specialist

Job description:

The TIM Program is actively seeking to develop and seamlessly integrate advanced processes and technologies that empower TIM administrators to generate comprehensive reports effortlessly and accurately on current and forecasted program applications, enrollment rates, and student progress.

Your role entails mapping the existing administrative workflows and tools to identify strategic areas where automation and AI integration can help realize the desired reporting and forecasting capabilities.

You will assume the responsibility of designing and implementing the requisite processes that will facilitate the generation of the desired reports and forecasts. This involves the selection and integration of automation and AI tools into the workflows, ensuring optimal performance and efficiency. Additionally, you will be entrusted with crafting comprehensive training materials and documentation to equip the staff with the necessary proficiency in utilizing the newly introduced processes and technology.

You will evaluate and provide insightful reporting on the effectiveness and impact of the newly implemented processes. Your expertise in assessing and analyzing the outcomes will enable continuous improvement and refinement, fostering a culture of operational excellence within the program.

Responsibilities:

1. Analyze the current administrative workflows and tools in the TIM program to identify areas for strategic automation and AI integration.
2. Design, develop, and implement advanced processes and technologies that facilitate effortless and accurate generation of comprehensive reports on program applications, enrollment rates, and student progress.
3. Forecast future program applications, enrollment rates, and student progress using AI tools and methodologies.
4. Select and integrate suitable automation and AI tools into the existing workflows for optimized performance and efficiency.
5. Develop comprehensive training materials and documentation to enable staff proficiency in utilizing the newly introduced processes and technologies.
6. Evaluate the effectiveness and impact of the implemented processes and tools, providing insightful reporting on the same.
7. Foster a culture of continuous improvement and operational excellence within the program through strategic assessment and analysis of outcomes.

8. Collaborate with the program administrators and other stakeholders to ensure the seamless adoption of innovative technologies and methodologies.

Requirements:

1. Bachelor's degree in computer science, Data Science, Information Systems, or a related field; a master's degree would be an added advantage.
2. Proven experience in process automation and AI integration.
3. Extensive knowledge of reporting and forecasting methodologies and tools.
4. Proficiency in using and integrating automation and AI tools, such as **PowerBI, Power Automate, M365 tools, using/creating APIs**, into workflows.
5. Excellent analytical and problem-solving skills.
6. Effective communication and interpersonal skills for effective collaboration with other team members and stakeholders.
7. Ability to develop comprehensive training materials and documentation.
8. Track record of successful process design and implementation.
9. Experience in evaluating and reporting on the effectiveness and impact of implemented processes and tools.
10. Strong commitment to fostering a culture of continuous improvement and operational excellence.