

UNEC AI Center - Project Manager (Azerbaijan) :Full-Time

About the UNEC AI Center Project

UNEC is launching a multi-year initiative to establish the UNEC AI Center for Education Innovation, a program designed to modernize teaching, learning, and academic operations through advanced AI technologies. The project integrates AI tools into classrooms, redesigns courses with AI-supported pedagogy, improves student learning experiences, and introduces smart systems that support faculty and administrative staff. The AI Center will become the university's hub for AI training, experimentation, and implementation—strengthening innovation, digital capacity, and AI literacy across UNEC and positioning the university as a regional leader in AI-powered education.

Position Overview

As the Local Project Manager, you will be the operational core of the initiative—coordinating between UNEC leadership, faculty, IT units, and international experts. You will ensure smooth execution of all project phases, from early faculty engagement and pilot preparation to large-scale AI adoption across the university. The position requires strong organizational skills, cross-department communication, and the ability to manage a complex and evolving project within a major academic institution.

Job Description

- Handles on-site operations at UNEC.
- Coordinates between faculty, administrative staff, technical teams, and international experts.
- Manages daily execution and feedback loops

Academic and Professional Qualifications:

- Minimum of three years of experience in managing multidisciplinary projects within higher education.
- Prior experience coordinating international or academic projects is highly desirable.
- Bachelor's degree is a must - in preferred fields Education, Project Management, Information Systems, Public Administration, or a related field.
- Master's degree - advantage

Professional Experience and Competencies:

- Experience in stakeholder management and reporting to international partners.
- Proven ability to manage both **technical implementation processes** (such as integration of new software or digital systems) and **administrative coordination** within a university setting.
- Familiarity with institutional data systems, digital learning environments, or information management platforms.
- Skilled in drafting and editing **project documentation, operational guidelines, and procedural manuals** in both English and Azerbaijani.
- Demonstrated capacity to coordinate **research-related tasks**, including data collection, analysis oversight, and preparation of academic or technical reports.
- Experience in stakeholder management and reporting to international partners.

Skills and Abilities:

- Fluency in **Azerbaijani** and **English** (spoken and written) is a must; proficiency in **Russian** is considered an asset.(advantage)
- Excellent organizational, analytical, and problem-solving skills.
- Strong communication skills and the ability to synthesize complex information clearly and concisely.
- Proficiency with project management tools (e.g.Trello, Asana, clickup) and Google/Microsoft Office applications.
- Ability to balance technical, academic, and administrative responsibilities under tight deadlines.
- Cultural awareness and a collaborative approach to working with international teams.

Personal Attributes:

- Professional integrity and reliability.
- High attention to detail and commitment to academic quality standards.

- Proactive, adaptable, and comfortable working in a dynamic, evolving institutional environment.
- Enthusiastic about supporting innovation and digital transformation in higher education.

UNEC AI Center - Technical Expert (Azerbaijan): Full-Time

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Position Overview

A Technical Support Specialist to provide continuous technical assistance for users engaging with the university's AI-based educational systems. This role supports the deployment, maintenance, and daily operation of AI tools used by faculty, students, and administrative staff.

The Specialist will work closely with UNEC's IT Department and the international AI integration team to ensure seamless system functioning, rapid troubleshooting, and high-quality user experience.

Key Duties and Responsibilities

1. Technical Support & Troubleshooting

- Serve as the primary frontline support contact for all users of the AI systems.
- Diagnose and resolve technical issues related to system access, response errors, connectivity, and system behavior.
- Provide timely and clear guidance to faculty, students, and administrative staff with varying levels of digital proficiency.
- Document recurring issues, identify patterns, and recommend adjustments to the AI integration team.

2. System Maintenance and Coordination

- Support system updates, integrations, and maintenance activities in collaboration with the IT department.
- Ensure stable connectivity between AI systems and university platforms (LMS, data repositories, administrative systems).

3. User Guidance and Training

- Offer short demonstrations, onboarding sessions, and basic training to new users of the AI Tools.
- Provide continuous support to faculty members and students.
- Contribute to the creation of user-friendly documentation, help guides, and troubleshooting resources.

5. Reporting and Documentation

- Maintain detailed logs of support requests, resolution steps, response times, and user feedback.
- Prepare summary reports for the Local Project Manager or international AI integration lead.
- Contribute to the quality assurance process for system improvements, risk mitigation, and workflow optimization.

Academic and Professional Qualifications:

- Bachelor's degree in Information Technology, Computer Science, Information Systems, Engineering, or a related field.
- Additional certifications in IT support, system administration, educational technology, or AI systems are an advantage.
- Experience in technical support, system administration, IT helpdesk operations, or software integration roles.

- Prior experience in higher education or supporting academic technologies is highly desirable.
- Familiarity with AI applications, LLM-driven systems, or cloud-based platforms is an asset (training will be provided).
- Strong understanding of IT fundamentals: networking, system connectivity, user access management, and data flow.
- Ability to troubleshoot issues across web systems, LMS platforms, and university infrastructure.
- Basic knowledge of APIs, system integrations, or software implementation workflows.
- Proficiency in Microsoft Office Suite, ticketing systems, and logging tools.

Skills and Abilities:

- Fluency in **Azerbaijani** and **English** (spoken and written) is a must; proficiency in **Russian** is considered an asset.(advantage)
- Ability to deliver technical training to IT teams and administrative staff on AI platforms and new digital tools.

Personal Attributes:

- Excellent communication and interpersonal skills.
- Highly organized, detail-oriented, and strong problem-solving skills.
- Ability to work independently, take ownership, and drive technical processes.

UNEC AI Center - Pedagogical Expert (Azerbaijan) :Full-Time

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Project Manager - Job1

The Pedagogical Expert plays a central role in shaping AI-enhanced teaching at UNEC. You will work directly with faculty to modernize courses, redesign syllabi, and integrate AI tools in a clear, effective, and pedagogically sound way. Your guidance will help instructors adopt modern, student-centered methods and establish new teaching standards that support UNEC's transition to AI-powered education.

Job Description

- Works closely with faculty to integrate AI tools and innovative methods into teaching.
- Supports curriculum redesign and adoption of AI-supported pedagogy.
- Provides continuous mentorship to pilot course instructors.

Academic and Professional Qualifications:

- Master's degree in Education, Curriculum Design, Educational Technology, or a related discipline.
- Minimum of five years of professional experience in curriculum development, pedagogical innovation, or faculty training within higher education.
- Demonstrated experience integrating digital learning tools and AI-based solutions into teaching and assessment practices.

Professional Experience and Competencies:

- Proven expertise in pedagogical design, learning outcomes alignment, and competency-based education.

- Experience supporting faculty in curriculum redesign and the adoption of technology-enhanced or AI-supported teaching methods.
- Familiarity with international standards in higher education pedagogy and quality assurance.
- Strong understanding of AI applications in education, including generative AI tools, adaptive learning platforms, and digital literacy frameworks.
- Experience designing and conducting training, mentorship, and professional development programs for instructors.
- Ability to collaborate effectively with local and international academic partners.
- Track record of preparing pedagogical reports, guidelines, and resource materials.

Skills and Abilities:

- Fluency in Azerbaijani and English (both written and spoken); proficiency in Russian is an asset.
- Excellent instructional design and facilitation skills.
- Strong analytical, writing, and communication abilities.
- Proficiency in digital learning management systems (e.g., Moodle, Canvas, Blackboard) and educational technology tools.
- Ability to work both independently and collaboratively in an interdisciplinary environment.