

Job Description

Job Title : Program Coordinator

Position Reports : Head of Department

Job Location : Patiala

Main Purpose

Main purpose of this position is to provide administrative support to the faculty of Department so as enable them to spend more time on academic activities. Support students to ensure that all their queries are answered in a quick & efficient manner. The incumbent will assist in the key areas of project semester administration, scheduling & examination boards, programs & accreditation, Rankings, general administration, internal reports, etc.

Qualification	B.E / M. E (Computers) must and MBA (Any Stream)
Experience	2-8 years of Experience in relevant field
Key Skills	Office & computer skills (Excel, Word, Power point); Planning & Organizing, Communication skills, Managing databases, Analytical skills,

Specific Accountability & Job Responsibility

- Prepares accreditation reports and data in consultation with faculty coordinators. Further prepares and supplies all necessary data required for certifications, rankings, ABET, NBA, annual academic report, etc.
- Coordinate with delegates for Institutional visits and inspections.
- Prepare and present to the HOD monthly MIS and KPI's on various parameters that determine academic and administrative performance of the department.
- Assist faculty by providing information, locating desired information & materials, typing, collating, or otherwise assisting in information preparation, correspondence & other material & preparing reports.
- Maintain records of internal faculty development programs, conferences, paper publication, etc.
- Supports the departmental coordinators in coordination & collating data for conduct of project semester.
- Manages department website including updating, and maintaining the department's website, communicating with alumni and employers for various surveys and helping design brochures.
- Responsible for initiating & follow up on the procurement process – from indent to payments to final receipt.
- Responsible for collating all necessary data needs from the Academic unit for standard reports to be generated or special requests from Central Administration.
- Drafts correspondence, prepare presentations and take and record minutes of meetings
- Schedules and prepares data for examination board meetings.
- Prepares departmental data for statutory body meetings such as BOS, SPGC/SUGC, Senate & other bodies.
- Assist in the writing of grant proposals and submission of the same.
- Be the first point of contact for students to answer questions about classes, registration, permissions, etc. using established guidelines (information in course catalogs, departmental and college documents, and established policies and procedures), and assigning advisors.
- Maintain records of student internship programs and coordinate the visit by guides.
- Supports the department by performing all other duties as assigned by the department head.

Compensation:

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by **23rd Dec 23**
- **Kindly mention the position in subject of email while applying**