

Job Description**Job Title** : Associate – DOFA, DRSP and CMS**Job Location** : Patiala**Position Reports To** : Head of Department**Main Purpose**

The main purpose of this position is to provide administrative support to the Head of the department. The incumbent will assist in the key areas examination boards, programs and accreditation, academic quality measurement (CLOs), regulations and standards, general administration, internal reports and submissions, purchasing, finance.

Qualification	MBA/MCA/BE/B.Tech/ Any Graduate
Degree Field(s)	Business or Computing related field
Key Skills	Office and computer skills (Excel, Word, Powerpoint); Planning & Organizing, Communication – Both written & verbal, Networking skills, Managing databases, Analytical skills, Commercial & Accounting skills.

Relationships

- **Reports To:** Head of the Department
- **Internal Relationships:** Closely works with Faculty, Department Coordinators for various activities, Academic Section, Head – HR, Finance Officer, Students, Alumni and Employers.

Specific Accountability & Job Responsibility

- Assist faculty by providing information, locating desired information & materials, typing, collating, or otherwise assisting in correspondence & other material & preparing reports.
- Supports the departmental coordinators in coordination and collating data.
- Responsible for initiating & following 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 accreditation reports and data in consultation with faculty coordinators. Further prepares and supplies all necessary data required for certifications, rankings, annual academic report, etc.
- Coordinate with delegates for Institutional visits and inspections.
- Support the HOD in the annual appraisals and performance incentive scheme. Collate data for the same and maintain records.
- Maintain records of internal faculty development programs, conferences, paper publication, etc.
- Prepare and present to the HOD monthly MIS and KPI's on various parameters that determine academic and administrative performance of the department.
- Prepares data for statutory body meetings such as BOS, SPGC/SUGC, Senate & other bodies.
- 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.
- 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 **30th Dec 19.**