

Job Description

Job Title : Assistant Manager – Ranking & Accreditation **Job Location** : Derabassi
Position Reports To : Director - LMTSM

Main Purpose

The job comprises of enforcing work deadlines as they apply to accreditation requirements. The position of Accreditation Manager is a highly responsible, professional position that coordinates the Department’s adherence to the set standards.

Qualification	MBA / M.Com
Experience	Minimum post qualification relevant experience of 3 -5 years
Competency	Excellent inter-personal skills, Excellent communication skills - both written and verbal, Planning & organizing skills, Ability to do multiple-tasking, Team working skills, Problem solving skills, Analytical Thinking, Process Oriented thinking

Relationships

- **Internal Relationships:** Students, Director, Deans, HR, Academic Unit Heads & Professors, Members of the non-teaching staff
- **External Relationships:** Visiting Faculty, Mentor assigned to the business school for i-SER AACSB Accreditation, Accreditation and Auditing committees

Dimensions of the Job

- Crafting i-SER for AACSB accreditation
- Collating data and documentation for the ranking bodies- NAAC, NIRF, FICCI, AACSB
- Preparing ranking reports for the ranking bodies- NAAC, NIRF, FICCI, AACSB
- Assist in accreditations, rankings, visits of any agencies for academic inspection
- Preparing Student Handbook annually for the business school

Specific Accountability & Job Responsibility

- To get the business school AACSB accredited by the academic year 2020.
- Establish and maintain appropriate relationships with the professional staff and faculty in order to collate necessary documentation from all stakeholders and departments of the business school.
- Preparing reports for the auditing and accreditation bodies- NAAC, NIRF, and FICCI.
- Liaise with the institute i.e. Director, Deans, Department/School/Centre Heads, HR, Students & Academic Services, to provide individual inputs for the better functioning of the school in order to improve the ranking of the business school & ensure welfare needs of students & staff are met.
- Assisting the faculty in various courses taught to MBA students.
- Monitor and prepare minutes of faculty meeting.
- Evaluate the rubrics and closing the loop for the “Assurance of Learning” process in order to ensure the effectiveness of academic programs and school’s progress in resolving identified problems and moving towards defined objectives
- Proficiency in preparing PowerPoint presentations for AACSB, NAAC, NIRF, FICCI

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 **25th June 19.**