

Job Description

Job Title : Program Coordinator - MED
Position Reports To : Head of Department

Job Location : Patiala

Main Purpose

The 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, academic quality measurement (CLOs), regulations & standards, general administration, internal reports & submissions, purchasing, finance & budgeting.

Qualification	MBA/MCA/BE/B.Tech
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 information preparation, correspondence & other material & preparing reports.
- Supports the departmental coordinators in coordination & collating data for conduct of project semester
- 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.
- Collates the information about the academic quality measures for courses offered in each semester using the CLO scores to assess program and student outcomes.

- 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.
- Manages department website including updating, and maintaining the department's website, communicating with alumni and employers for various surveys and helping design brochures.
- 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 **20th April 2020**. **Kindly mention the position in subject of email while applying.**
-