

Job Description

Job Title : Program Coordinator **Job Location** : Patiala
Position Reports To : Dean Contemporization and Accreditation **Date Verified** : 19th July 18

Main Purpose

The main purpose of this position is to provide administrative support to the Dean Contemporization and Accreditation. The incumbent will assist in the key areas relating to student support for international program, Accreditation & Ranking, Faculty training through CAPSL and general office administration.

Qualification	MBA/MCA/BE
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:** Dean Contemporization and Accreditation.
- **Internal Relationships:** Closely works with Department Coordinators for various activities, Academic Section, Students, Alumni and Employers.

Specific Accountability & Job Responsibility

1. Student Support

- Handling International education program.
- Interacting with the students and help them in a smooth transfer to TCD
- Providing information and clarifying doubts of parents and students visiting the campus
- Handling TCD admission related queries from prospective students and parents over the phone and other official activities involved in the process.
- Logistic support for students under International Education Programme.
- Supporting the management in offline counseling process for U.G and P.G programs

2. Faculty Training

- Handling all activities related to faculty development CAPSL.

3. Accreditation & Ranking

- Responsible for maintaining all files and data entry for compliance with the accreditation process.
- Provides advice, support and assistance by interpreting policies and procedures
- Assist Dean Contemporization and Accreditation and others for accreditation.
- Assisting in the activities involved in seeking accreditations e.g. NBA, ABET etc

4. Office Administration

- Coordinating with the back office staff (Academics, Accounts) for work including documentation and payments.
- Ensures all annual and/or time sensitive reviews, reports, audits, and inventories are completed as required by authorities.
- Managing functions of office day to day activities like handling imprest account, daily communication via email and liaisoning with other TIET departments/offices, maintaining office files & correspondence.
- Booking of guest house and transportation for guests