Thapar Institute of Engineering & Technology
Deemed to be University

THAPAR INSTITUTE
OF ENGINEERING & TECHNOLOGY
(Deemed to be University)

Job Description

Job Title	:	Program Manager - TSLAS	**Job Location**	:	Patiala
Position Reports To	:	Program Chair - TSLAS	**Date Created**	:	

Main Purpose

The Program Manager will be a key member of TSLAS team and will be responsible for ensuring the smooth running and continued development of the program. The focus of this role is to provide high quality services in relation to program delivery, academic management, student and faculty support, and ensuring quality and excellence in admission, learning, internship & placement processes for the program.

Qualifications	MA in Humanities and Social Sciences (preferred), MBA, MCA or any post-graduation from a reputed Institute.
Experience	10+ years of relevant experience. Candidates with lesser experience from reputed institutes and with the right exposures may also be considered.
Competencies & Skills	Management, Planning & Organizing, Communication – both written & verbal, Strong interpersonal skills, including influencing and networking, managing databases, Analytical skills, Public Relation acumen, Calm under pressure; Handles challenging situations with professionalism & intention, Ability to respond effectively to the needs of diverse & demanding staff & students. Computer skills (Excel, Word, Powerpoint, Adobe Illustrator/Coreldraw), Web Designing.

Relationships

- **Reports To:** Program Chair - TSLAS
- **Direct Reports:** Nil
- **Internal Relationships:** Dean – SLAS, Teaching staff of SLAS, Deans, Academic Unit Heads, Chief Human Resources Officer, Registrar, Finance Officer, Head Alumni, Chief Marketing & Admissions Officer, Chief Industry Engagement Officer, Students, Web Designer
- **External Relationships:** Nil

Specific Accountability & Job Responsibility

- Overall Coordination for program development activities, initially for 24 majors, preparations for corresponding minors, management of discipline/track selection processes and student engagement therein.
- Responsible for coordinating development activities with more than 100 scholars across TIET and outside TIET.
- Support Program Chair in preparation of various presentations.
- Coordinate with relevant TIET department to collate all data relating to accreditation and ranking to the A&R cell, including external bodies.
- Support Program Chair in preparation and dissemination of Academic calendar, including Time Table & Examination schedules.
- Support Program Chair in preparation and management of Academic Meetings and seminars relating program delivery and review.

- Liaison with the admissions and marketing team for identifying, recruiting and onboarding high quality students and to ensure quality of the admission process.
- Organizing and coordinating management of extra and co-curricular activities, experiential learning programs and workshops for students including connecting them to venture weekends, etc.
- Communicating to all external stakeholders, including prospective parents, schools, corporate world and media houses for building awareness of the program, ensuring qualitative presence and create internship and placement opportunities.
- Coordinate management of internships.
- Managing an active web and online presence (mainly content related). Manage TSLAS's social media accounts regularly, maintain TSLAS's public presence, ensuring correct, relevant and most updated information reaches relevant digital platforms and forums.
- Facilitate close co-ordination with all stakeholders of the program including students by ensuring effective communication between students, faculty and staff on issues pertaining to effective program delivery.
- First point of contact for all program related queries. First point of contact for students and parents on all academic and non-academic issues.
- Manage a regular program review by facilitating evaluation systems, regular staff – student's meetings and teaching review meetings.
- Support in building a world-class program that is unique in the country.
- Any other task assigned by Program Chair from time-to-time.

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) by **15th April 2020.**