

Job Description

Job Title : Admin Officer (Hostels) **Location** : Patiala
Reports to : Dean Of Student Affairs

Main Purpose

Responsible to manage administrative processes and systems of areas encompassing student security and discipline medical exigency of students and ensuring, statutory adherence to civic and state authorities.

Qualification	Any Graduation. Candidates from Armed Forces are desirable
Experience	About 8-12 years of experience in Administrative roles preferably in Academic Institutions
Competency	<ul style="list-style-type: none">• Strong interpersonal skills, including influencing and networking• Excellent communication skills; both written and verbal• Persuasiveness and assertiveness• .• Leadership & ability to work in teams.• Ability to respond effectively to the needs of hostel staff & student population

Specific Accountability & Job Responsibility

- To maintain discipline in hostels and report cases of indiscipline to DoSA/ADoSA/Coordinating Warden/Warden
- To regularly visit, inspect hostels, and participate in meetings with committee members, hostel staff and students
- To hold periodical meetings with Civil, Mechanical, Electrical, Housekeeping and all outsourced agencies to ensure routine maintenance and compliance with safety standards in hostels
- To supervise medical exigency of hostel students during night hours within and outside the campus
- To supervise security staff in hostels and regularly keep check on personnel
- To delegate responsibilities and supervise all the junior administrative officers (JAO)
- To assist Coordinating Warden in the overall administration of all the hostels
- To assist Registrar/ Coordinating Warden /Warden in handling all issues related to civic and state authorities
- To perform any other duties as assigned by the DoSA/ADoSA/ Coordinating Warden /Warden

Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send CVs by email (amandeep.dhot@thapar.edu) positively by 30th Sept 2021