

Job Description

Job Title : Management Trainee/Associate –CTD Job Location : Patiala
 Position Reports to : Head –CTD

Main Purpose

Responsible for implementation of training programs for teaching & non-teaching staff under Staff Development Program (SDP) and student training lifecycle under Smart Skill Development Program (SSDP)

Qualification	BBA / MBA (HR) / any other Post Graduation with Relevant Experience may also be considered.
Experience	<ul style="list-style-type: none"> At least 0-5 experience preferably in the field of Education. Candidates from other industries will be considered.
Competency	<ul style="list-style-type: none"> Excellent written and verbal communication skills in English language. Should be good at drafting all types of office correspondence. Good working knowledge of Excel and databases. Good analytical skills and should have an attraction to numbers and analysing them in depth. People friendly person & should be able to address employee issues with a view to provide solutions. Able to handle work pressure and meet committed deadlines.

Specific Accountability & Job Responsibility

- Responsible for implementation of training programs for teaching & non-teaching staff under Staff Development Program (SDP) and student training lifecycle under Smart Skill Development Program (SSDP)
- Coordination with student representatives to organize registration for various training programs
- Liaison with DOSA/DOAA, DOFA and Registrar for conducting training programs for students, faculty and non-teaching staff respectively
- Responsible for designing & handling social media handle 'Telegram' of the Centre
- Liaison with Institutes' Accounts team to ensure timely release of payments
- Ensure that the data is properly recorded (in a pre-defined format) and interpreted to reflect the learning outcomes and effectiveness of training on students' performance and faculty knowledge/practice.
- Accountable for a VUE Pearson test lab for the conduct of various exams

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 July 21**. Kindly mention the position in subject of email while applying.