

## Job Description

**Job Title** : Associate / Sr. Associate- (DOSA) **Job Location** : Patiala  
**Position Reports To** : Head of Department (Dean of Student Affairs)

### Main Purpose

The main purpose of this position is to deal with Institute and Government level scholarships of the students. SPOC for various types of information and statements of the agencies regarding scholarship. Work related to the payments / fund clearance / student activities, etc.

<b>Qualification</b>	MBA/MCA, Preferable from accounts background
<b>Experience</b>	1-3 years of relevant experience
<b>Key Skills</b>	Office & computer skills (Excel, Word, PowerPoint); Planning & Organizing, Communication – Both written & verbal, Networking skills, Managing databases, Analytical skills, Commercial & Accounting skills.

### Specific Accountability & Job Responsibility

- Responsible for scholarships of students.
- Verify government scholarships on- line after receiving the application forms of students.
- Coordinate with government bodies and Ministry, AICTE offices regarding scholarship/workshops pertaining to different type of scholarships.
- Maintain the account, payments for scholarship.
- Responsible for initiating & following up on with Finance department for payments.
- Responsible for collating all necessary needs from the Academic unit for standard reports to be generated or special requests for scholarship.
- Drafts correspondence, prepare 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.
- Prepare and present to the HOD monthly MIS on various parameters that determine academic and administrative performance of the department.
- 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.
- 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 **25<sup>th</sup> Jan 2021**.