

## Job Description

**Job Title** : Program Coordinator- Electrical and Instrumentation Engineering Department

**Position Reports** : Head of the Department

**Job Location** : Patiala

### Main Purpose

Main purpose of this position is to assist in the key areas of data management, project semester administration, program accreditation and rankings, general administration, internal report preparation, etc.

<b>Qualification:</b>	Graduation and Master of Engineering (Any Stream)
<b>Experience</b>	Preferably 2 to 5 years of Experience
<b>Key Skills</b>	Computer skills-MS Office (Excel, Word, Power point etc.); Planning & Organizing, Communication skills, Managing databases, Analytical skills

### Specific Accountability & Job Responsibility

- Prepares accreditation reports and data in consultation with faculty coordinators. Further prepares and supplies all necessary data required for certifications, rankings, ABET, NBA, annual academic report etc.
- Prepare and present to the HOD monthly reports on various parameters that determine academic and administrative performance of the department.
- Assist faculty by providing information, locating desired information & materials, typing, collating, or otherwise assisting in information preparation, correspondence & other material & preparing reports.
- Maintain records of internal faculty development programs, conferences, paper publication etc.
- Supports the departmental coordinators in coordination & collating data for conduct of project semester.
- Manages department website including updating, and maintaining the department's website, communicating with alumni and employers for various surveys and helping design brochures.
- Responsible for initiating & follow up on the procurement process – from indent to payments to final receipt.
- Responsible for collating all necessary data needs from the Academic unit for standard reports to be generated or special requests from Central Administration.
- Drafts correspondence, prepare presentations and take and record minutes of meetings
- Prepares departmental data for statutory body meetings such as BOS, SPGC/SUGC, Senate & other bodies.
- Maintain records of student internship programs and coordinate the visit by guides.
- 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 **2<sup>nd</sup> March 2024**