

## Job Description

**Job Title** : Program Coordinator / Executive  
**Position Reports To** : Associate Dean/ Head ELC **Job Location** : Patiala

<b>Qualification</b>	ME/MCA with BE in Computer Science or IT or related discipline
<b>Degree Field(s)</b>	Computing or software engineering
<b>Key Skills</b>	i). <b>Professional Skills:</b> Software & database management, software trouble shooting, website updating, filling, website management, digital data collection & organization, & advance excel. ii). <b>General Office Automation Skills:</b> office file handling and department routine working, planning and scheduling of resources and for EL activities and projects, communication, report writing and information management, basic purchasing and accounting skills.

### Main Purpose

This position is proposed to address the lack of dedicated administrative & technical support in the Experiential Learning Center (ELC), where faculty are currently overburdened with routine tasks. It will enable the Associate Dean and Coordinator–ELC to focus on core teaching, research, and high-value academic activities. The role will provide professional administrative and computer science–based technical support for student projects, automation, data management, and resource coordination. This support structure will strengthen ELC’s growing academic, student, and stakeholder engagements and enhance overall operational efficiency.

### Specific Accountability & Job Responsibility

- Assists faculty by providing information, locating required materials, preparing correspondence, collating data, and supporting report preparation.
- Supports the ELC Central Team and ELC Departmental Coordinators in coordinating, conducting, and compiling data related to experiential learning activities, internships, and student projects, particularly in the domain of Computer Science and Software Engineering.
- Supports the Centre in purchasing equipment and supplies, and follows the appropriate processes to liaise with the Finance and Purchase Sections from indenting to payment.
- Compiles information provided by staff and faculty and organizes it into reports in formats required by the central administration.
- Drafts correspondence, prepares presentations, records minutes of meetings, and schedules and prepares data for internal reviews and records.
- Prepares accreditation-related reports and data in consultation with faculty coordinators.
- Collates academic quality measures for experiential learning activities, internships, and student projects each semester using appropriate tools to assess student performance and learning outcomes.
- Prepares data and documentation for statutory body meetings such as BOS, SPGC/SUGC, and Senate.
- Acts as the first point of contact for students, faculty, and external visitors, providing assistance and information in accordance with Centre, departmental, and Institute policies and procedures.
- Manages the Centre’s website, including regular updates and maintenance, communicates with alumni and employers for surveys, and assists in the design of brochures.
- Supports the Centre by performing any other duties assigned by the Head 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 30<sup>th</sup> Jan 2026**