

05 January 2016

Jain University invites applications for the post of **Academic Coordinator** for its constituent campus in Bangalore.

The Academic Coordinator coordinates the administration of academic programs offered at Jain University and serves in the best interest of students and maintains the highest standards of academic integrity in accordance with the mission, core values, and purpose of the University.

Minimum qualification:

- Bachelor's degree or Master's degree from a UGC recognized Institute / University in any discipline
- Very good knowledge of data processing and computation required at work
- At least three years of experience in the education sector as Academic Coordinator

Skills & attributes:

Candidates with the following abilities are encouraged to apply.

- Good academic record
- Seasoned management skills
- Ability to concurrently handle multiple projects and processes
- Ability to write and speak persuasively in English
- Student-oriented attitude, integrity, professionalism
- Excellent organizational skills
- Ability to maintain a good pace of work with minimal supervision
- Ability to coordinate between the departments of the University

Job roles & responsibilities:

- Assist and support in day-to-day tasks / activities
- Assist the institute's Dean / Director / Head in scheduling academic programs
- Prepare and maintain academic reports, records and statistical statements as required by the Dean and faculty
- Organize the training & orientation sessions for students and faculty members
- Update the student information, entering the assessment test scores and other daily processes.
- Maintain student academic records and files to ensure they represent an accurate, complete and current account of student's academic progress
- Coordinate and provide assistance during the admission process, including, but not limited to, student counseling, examination process, faculty feedback etc.
- Organize and manage student internships, placements and training programs.

Interested candidates may send their resumes supported by copies of all certificates, mark sheets, evidence of experience to the below mentioned address.

The applications should reach Jain University at the address given below within 07 days from the date of this job posting.

The Registrar

Jain University

#44/4, District Fund Road, Jayanagar 9th Block

Behind Big Bazaar, Near Bangalore Central

Bangalore - 560 069

P: +91 80 4343 2500

E: hr@jgi.ac.in