

Vacancy No.: SSUHR / REC / NT / 2024 / 013
Recruitment of Academic Coordinator

Sri Sri University invites applications for the position of **Academic Coordinator**.

No. of Position	2 (Two)
Max Age Limit	40 Years
Qualification	Graduation (Essential), Post-Graduation (Preferred) with IT Skills
Min Experience	1 year
Roles & Responsibilities	<ul style="list-style-type: none"> ● Coordination & Communication: Act as a liaison between faculty, students, and stakeholders for teaching programs, Management Development Programs (MDPs), Faculty Development Programs (FDPs), research activities, publications, and mentorship initiatives. ● Academic Planning: Develop academic handbooks, prepare timetables, and ensure timely updates in the ERP system. ● Admissions Support: Verify applicant documents and address queries related to MDP, FDP, Ph.D. programs, and visiting faculty engagements. ● Reporting & Documentation: Compile and present weekly, monthly, and quarterly reports for newsletters and leadership updates. ● Feedback & Evaluation: Collect and analyse student feedback, assess program effectiveness, and recommend actionable improvements. ● Strategic Planning: Support the Dean in setting and achieving departmental goals and objectives. ● Counselling & Guidance: Address student and faculty concerns during classes and learning activities, offering guidance and resolutions. ● Library Resource Coordination: Collaborate with library staff to organize and manage resources for faculty and students. ● Student Engagement: Assist in planning and executing extracurricular activities to enhance student engagement and holistic development. ● Program Management: Support the planning, execution, and evaluation of academic programs, offering recommendations for continuous improvement. ● Research Support: Assist faculty and students in their research projects by coordinating resources and timelines. ● Meeting Documentation: Prepare detailed reports and minutes for staff and board meetings. ● Administrative Coordination: Collaborate with Finance and Executive Registrar departments to address student and faculty needs, including payments, documentation, and resource allocation. ● Examination Management: Coordinate examination activities, including question paper collection, attendance management, register maintenance, and mark entry.

Skills Required:

- Excellent communication and coordination skills.
- Strong organizational and multitasking abilities.
- Proficiency in ERP systems and report generation.
- Analytical skills for feedback evaluation and strategic planning.
- Familiarity with academic and research environments.

This position requires a proactive individual who can seamlessly manage academic, administrative, and student-related responsibilities while contributing to the institution's growth and success.

Salary: Negotiable

How to Apply:

Applicants are requested to submit their applications, using the prescribed application form, with the subject line "**Application for the post of Academic Coordinator,**" to **jobs@srisriuniversity.edu.in** by **5:30 PM** on or before **Nov 30, 2024**. Shortlisted candidates will be required to undergo a selection process.

The **application form** can be found on the University's website: **https://srisriuniversity.edu.in/careers/**

Campus: Sri Sri Vihar, Ward No. 3, Godi Sahi, Bidyadharpur, Cuttack-754006

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