Job Description

Position Title	Program Coordinator
Department	Dhanani School of Science & Engineering
Reporting To	Program Director
Type of Position	**Full Time**

POSITION DESCRIPTION

The Coordinator will be responsible for documentation, maintaining records, and coordinating with other departments. The incumbent will also be responsible for arranging and executing events, and maintaining networks, communication and for providing any support required within the program.

DUTIES AND RESPONSIBILITIES

- ✓ Arranging meetings including regular faculty meetings and departmental Board of Studies meetings
- ✓ Documentation of meetings in the form of meeting minutes and record keeping
- ✓ Providing assistance to the Program Director with academic and administrative tasks
- ✓ Ensuring timely release of salary for Adjunct Faculty
- ✓ Gathering and collating program related data
- ✓ Assisting the Program Director with field practicum/ internships / thesis coordinator
- ✓ Accomplish other relevant tasks assigned by the Program Director

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Graduation and/or Post Graduation
Required Experience	✓ Have experience in administration

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Organization skills	High
2.	Communication skills	High
3.	Microsoft skills	Medium
4.	Familiarity with web technology	Medium

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Verified By (For HR Only)   Line Manager (If Any)   Head of the Department

Revision Date	August 2023	Version	