Jio Institute — LEARNING FOR LIFE
JOB DESCRIPTION

1. JOB DETAILS:

Job Title:	**Programme Associate**
Area:	**Office of Academic Services**

2. JOB PURPOSE:

The person shall responsible for all administrative and logistics related activities of the current programmes in the department. Work closely with the faculty, students and stake holders to support academic service and administration for smooth functioning of the programmes.

3. KEY ACCOUNTABILITIES:

Description

The job holder is responsible for providing complete back-end support for Programme management, by meticulously planning and organising all logistics requirements. They will coordinate with all stakeholders including faculty, students, LMS partner and other departments to ensure a smooth running of the academic programmes.

1. Work with academicians to ensure timely development and delivery of course packs.
2. Work along with library department & digital platforms department to ensure procurement and availability of textbooks, cases, datasets, software, simulations, etc. for the courses on time.
3. Closely monitor student performance and accordingly work with Academic Services department to conduct relevant workshops and review sessions.
4. Work along with Communications department to ensure that faculty profiles are updated on portal.
5. Assist faculty in creation of study groups as per the desired criteria given by faculty for each course for every term.
6. Assisting the visiting faculty members and TAs for on-boarding formalities and logistical support when required.

7. Support in examination management (registration, invigilation, paper viewing, graduation).

8. Configuring courses on LMS with regards to academic management system, learning management system, Examination management system.

9. Provide logistical support in conduct of events including guest lectures and industry visits.

10. Collaborate with various departments to ensure smooth delivery of the programme.

4. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal:	External:
▪ Office of Academic Services	▪ External Stakeholders
▪ Advisory Group	▪ Visiting Faculty
▪ Programme Mentors	
▪ Faculty Members	
▪ Students	
▪ Other JI teams	

5. QUALIFICATIONS, EXPERIENCE & SKILLS:

Qualifications:

Minimum Under-Graduate degree required. (MBAs preferred)

Preferred Experience:

An ideal candidate is someone who has experience of 1-2 years in coordination with multiple stakeholders and project management. An exposure to higher education sector will be an added advantage.

Job-Specific Knowledge & Skills:

- Excellent communication skills, both oral and written.
- Proficiency in MS-Office suite and other related web-based tools.
- Ability to work with more than one faculty at a time and to keep daily record on progress
- The candidate must have high standards in terms of quality of work, attention to detail, ability to multi-task and absolute commitment to task completion.

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6. THE JIO INSTITUTE ADVANTAGE:

- Jio Institute provides competitive pay and benefits which are at par with leading higher education institutions.
- The candidate will work with exceptional faculty from renowned international universities and domain experts from industry.
- The candidate will get exposure to the latest pedagogical techniques and different teaching methodologies.
- The institute comes with an enriching campus replete with wide green spaces, sports, and recreational facilities, allowing intellectual minds to find the perfect balance between work and life.
- The candidate will be part of the journey of developing a greenfield higher education institution of top repute and as a result, have a steep learning curve.