



Job Opening For the Post of Academic Coordinator

Academic Coordinator:

1. To assist with academic operations like Research and Publications, PCP, Alumni Affairs, Projects etc and liaison with agencies like AICTE, Testing Vendors for Examinations Centres etc.
2. To support in preparing course outline, identifying and collecting reading material, developing teaching notes, grading of class participation, grading of quizzes, examinations, assignments etc..
3. Support in students' orientation and examinations (online and offline).
4. Support in various faculty searches and maintain faculty search database.
5. Support in screening and selection process faculty.
6. Support faculty to conduct MDPs/workshops/seminars.
7. Support in managing schedule, student fee, books and instructional supplies for workshops and other study programs.
8. Support students on course selection, and career selection.
9. Support in updating LMS/ lesson contents.
10. Support in development of training modules and programs.
11. Support the faculty in their varied academic activity.

Education Qualification & Skills

1. Graduation in any stream.
2. 3 or more years of work experience in a relevant field. Preferably from education industry.
3. Strong interpersonal and communication skills.
4. High integrity and commitment.

Desired candidates should send their resume to career@imtc dl.ac.in latest by 26th November 2018. Interviews will be conducted on 29th and 30th November 18 at IMT CDL HO Ghaziabad.