**Core Areas:**

* University Faculty Co-ordination
  + Liaise with partner university faculty for program co-ordination
* Local Faculty Mobilization and Support
  + Mobilize faculty from local Indian institutes or Practitioner faculty from Industry
  + Assess/interview faculty
  + Ongoing assessment for faculty
* Custom Program Support
  + Writing proposals based on client needs
  + Interacting with faculty for their materials & content to include in proposals
  + Proposal follow up, feedback and refinement
* Academic Operations
* Program Co-ordination Logistics
  + Managing participant interactions, pre-program
  + Calling nominated participants to make sure that they have received pre reads and clarify any other information such as logistics etc.
  + Being onsite for Custom and open programs and assisting with program logistics
  + Managing faculty logistics for all programs
  + Collating Feedback Evaluations
* Manage, Review team member(s) as they are hired over a period of time

**Key Skills:**

* Good communication (Written, Spoken)
* Able to empathize with students, faculty
* Able to work under pressure and drive schedules that cannot be changed
* Understands academic components including teaching, delivery, content etc.

**Qualification**

* Completed/Pursuing Post Graduation in Management (Full/part-time, not pure correspondence) from a good quality Indian institute/an international institute