

Section	Description
School/Department Name	VP Office
Contact Name	Alolika Dutta Roy
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Job Profile Information	The Student Engagement Coordinator is a part-time role dedicated to fostering a vibrant and inclusive campus community by enhancing student engagement through various activities, events, and programs. This position involves supporting administrative tasks, coordinating student initiatives, and collaborating with the schools, Centers of Excellence (COEs), student council, clubs, and other departments at Woxsen University to ensure a positive student experience.
Job Title	Student Engagement Coordinator
Department	VP office
Reporting To (Title)	Student Disciplinary and Engagement Officer
Number of Positions	1
Job Summary	The Student Engagement Coordinator plays a key role in creating a dynamic and supportive campus environment at Woxsen University. This position is responsible for developing and implementing engagement strategies, facilitating communication between students and various campus entities, and promoting initiatives that enhance student life and community involvement. By addressing student needs and fostering connections, the coordinator helps ensure a cohesive and enriching student experience.
Key Responsibilities	<p>The key responsibilities will include but not be limited to –</p> <ul style="list-style-type: none"> • Coordinating student activities, events, and programs on campus. • Assisting with student inquiries, concerns, and needs. • Supporting administrative tasks related to student management. • Collaborating with faculty and staff to enhance student experience. • Maintaining records and databases related to student affairs. • Ensuring compliance with campus policies and procedures.
Qualifications	<ul style="list-style-type: none"> • Currently enrolled as a student at Woxsen University, from any batch or specialization. • Strong desire to learn and commitment to giving 100% effort. • Written and verbal communication skills.

	<ul style="list-style-type: none"> • Prior event planning or student leadership experience is a plus. • Ability to work independently and as part of a team. • Strong problem-solving abilities. • Basic administrative skills, including record-keeping and budgeting.
Education	UG/ PG pursuing
Experience	NA
Skills	<ol style="list-style-type: none"> 1. Event planning 2. Communication skills 3. Organizational skills 4. Interpersonal skills 5. Time management 6. Problem-solving skills 7. Teamwork 8. Basic administrative skills
Certifications	NA
Additional Information	NA
Preferred Start Date	Immediately
Additional Details	NA