Academic Coordinator

- **Vacancy for:** 1
- **Posted on:** Feb. 2, 2018
- **Deadline:** Feb. 9, 2018, 11:55 p.m.

Basic Job Information

Job Category	: General Mgmt. / Administration / Operations
Job Level	: Senior Level
Employment Type	: Full Time
Job Location	: Kathmandu, Central Development Region, Nepal
Offered Salary	: Negotiable

Job Specification

Education Level	: Graduate (Masters)
Experience Required	: More than or equal to 2 years

Other Specification

- Master's degree (Preferably in IT)
- Should have 2 years experience in related field
- Good Personality
- Effective Communication Skills
- Sound and in-depth IT Knowledge
- Excellent command over English Language/ be able to deliver lecture in English
- Leadership skills
- Academic management skills

Job Description

- Coordinate various faculty searches and maintain faculty search database
- Assist in screening and selecting faculty applications
- Manage orientation, training and relocation for new faculties
- Provide support and guidance to academic trainees
- Collaborate with faculty to conduct new student workshops
- Assist in selecting right student leaders
- Assist in managing schedule, student payroll, rooms and instructional supplies for workshops and other study programs
- Develop and manage comprehensive academic support program
- Provide guidance to students on academic goals and educational issues

Applying Procedure

Apply Link : https://merojob.com/academic-coordinator-6/

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