Bridge Course Cordinator

- **Vacancy for:** 1
- **Posted on:** Nov. 26, 2018
- **Deadline:** Dec. 7, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Marketing / Advertising / Customer Service > Counseling, Customer relationship
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Buddhanagar, New Baneswor
Offered Salary	: NRs. 18,000.00 - 25,000.00 Monthly

Job Specification

Education Level	: Graduate (Masters)
Experience Required	: Not Required
Professional Skill Required	: Customer Relationship Management, Communication, Dyanamic, Convincing, Result Oriented

Other Specification

- Freshers with Masters Degree or Bachelor with minimum 1-2 years experience in the related field
- Detail-oriented with excellent organizational skills and adherence to deadlines
- Able to communicate effectively
- Self-motivated and able to work independently when necessary

Job Description

- Manage and maintain student files, ensuring that all relevant statutory documentation is contained therein and that such files are kept in excellent order to meet the demands of internal and external inspection
- Taking responsibility for aspects of administrative support for the programmes, ensuring that services are efficient, effective and adapt to changing circumstances
- Regular communication with students (which may include matters of confidentiality) and potential applicants so the post holder will need to have excellent organisational skills, demonstrate a good use of initiative and be able to interpret and apply complex information
- Communicate persuasively and tactfully with academic staff, to ensure cooperation and compliance with milestones in the academic year
- Must be able to work to tight deadlines on his/her own initiative, and to learn new systems and procedures rapidly
- Staff management responsibility Day to day oversight of the work of others in admin team, ensuring all tasks are completed efficiently
- Act as the point of contact for all matters relating to programme and other academic admin related queries of the students
- Establish, maintain and use clear and effective means of communication with staff and students, i.e. email distribution lists, notice-boards, web pages etc
- Assist in the production of core programme information, materials, teaching aids and general handbooks
- Ensure that copies of all forms are up to date and appropriately stocked for use by students and/ or staff
- Assist with induction events and prepare information packs for incoming students; Process all forms relating to changes in students' circumstances
- Be aware of the implications of the Data Protection
- Take responsibility for the creation and maintenance of accurate student records, in both paper and electronic formats, including liaison

- Maintain, update and archive all student files, handbooks and records on a regular basis via Set up and maintain a file for students registered with Learning Support and recording instances of individual mitigating circumstances
- Problem Solving, Identify complex problems of student progression, and seek advice on their resolution with Head of Programmes; Advise students on programme eligibility,
- Resolve any problems associated with Student Records System
- Production of letters and results transcripts to be sent to students The post holder will, from time to time, be required to undertake other duties of a similar nature as may reasonably be required by his/her line manager

What we offer:

- An international working environment with a unique opportunity to learn from the industry experts.
- Rigorous training and exposure in team management, leadership, product and skill enhancement
- Travelling opportunities
- Benefits package: Incentive, Festival Bonus*, Lunch, Provident Fund, Gratuity, Accidental Insurance and Medical Insurance, Uniform etc.

Applying Procedure:

Interested candidate are requested to forward their Cover letter and updated CV at
hr@alfabetaedu.com

Only shortlisted candidate will be contacted.

OR,

Applying Procedure

Apply Link : https://merojob.com/bridge-course-2/