

## Job Description

**Job Title** : Associate - COE  
**Position Reports To** : Controller of Examination

**Job Location** : Patiala

### Main Purpose

Responsible for ensuring the smooth running and continued development of the Centre. The focus of this role is to provide high quality services in relation to program delivery, academic management, student and faculty support.

Qualifications	MBA / Post Graduation ( <b>Post Graduation is Required</b> )
Experience	4-8 years of relevant experience.
Competencies & Skills	Proficiency in computer is mandatory, Communication – both written & verbal, Strong interpersonal skills, including influencing and networking, managing databases, Analytical skills; Ability to respond effectively to the needs of diverse & demanding staff & students. Computer skills (Excel, Word, PowerPoint)

### Specific Accountability & Job Responsibility

- Managing the examination entry process, including gathering information from teaching staff to ensure that students' examination entries are made correctly and on time, making amendments/withdrawals etc.
- Managing the examination preparation process. This includes preparing examination timetables for students and staff; creating seating plans for each examination room; briefing candidates, staff and parents; receiving, checking and securely storing confidential examination materials; administering internal assessment etc.
- Supporting the process relating to access arrangements, supporting in making applications, rooming, training invigilators, managing emergency access arrangements etc.
- Managing examination days in accordance with awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergencies, irregularities and malpractice, ending the examination, collecting the examination scripts and packing and dispatching examination scripts
- Managing examination results. This includes accessing results electronically/downloading results from awarding body secure sites & preparing for results to be disseminated to each student/candidate
- Dealing with requests and administering post-results services and Issuing examination certificates
- Support Head in preparation of various presentations.
- Being aware of examination changes each academic year
- Managing invigilators. This includes training new invigilators and updating existing invigilators on rules and regulation changes on an annual basis
- Updating examination-related policies

### Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) by **Friday (20<sup>th</sup> Jan 2023)**. Please mention the Designation in the subject while applying for the position.