**Job Description**

**Job Title**: Jr. Associate / Associate

**Job Location**: Patiala

**Position Reports**: Assistant Registrar - Academics

**Main Purpose**
The primary focus is to maintain the student personal files, handling student/parents queries, admissions, result processing etc.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Graduation in any discipline from a recognized institute/university with atleast 60% marks. Candidates having graduation in Computers will be preferred.</th>
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</thead>
<tbody>
<tr>
<td>Experience</td>
<td>Experience with any educational institute will be preferred. However, freshers can also apply.</td>
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<tr>
<td>Competency</td>
<td>Ability to multi-task in a busy work environment. Ability to take direction well and work with minimal supervision. Exposure to ERP based working. Good communication skills.</td>
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**Specific Accountability & Job Responsibility**

- Handling admission inquiries including phone calls, walk-ins, emails etc.
- To assist students/parents with the admission process.
- Student record keeping, scanning of records, registration, result processes, and graduation
- Verification and updates of student data
- To process routine requests of students
- To communicate effectively with students, visitors, faculty, and other employees of the Institute

**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) positively by 15\textsuperscript{th} May 2022.