

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.

Qualification	Graduation in any discipline from a recognized institute/university with atleast 60% marks. Candidates having graduation in Computers will be preferred.
Experience	Experience with any educational institute will be preferred. However, freshers can also apply.
Competency	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.

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 **15th May 2022**.