

Job Description

Job Title : Jr. Associate / Associate (On Contract) **Job Location** : Patiala

Position Reports : Head - Academics

Main Purpose

The primary focus is to maintain the students' files, handling student/parents' queries, admissions, result processing, etc.

Qualification	Graduation in any discipline from a recognized institute/university with at least 60% marks. Candidates having a graduation in Computer Science will be preferred.
Experience	Experience with any educational institute will be preferred. However, fresher's can also apply.
Competency	Ability to multitask 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

- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by **25th April 2025**