

**JD- Programme Associate- PGPDM**

<b>Position/Title</b>	Programme Associate, PGPDM	<b>Department</b>	PGPDM
<b>Location</b>	SPJIMR Campus, Mumbai	<b>Nature</b>	Regular/Full-time
<b>Reporting to</b>	Programme Manager- PGPDM		
<b>Job Duties</b>	<p><u>PGPDM</u> is a 12-month modular/part-time program for professionals working in or intending to work in the social sector, including NGOs, foundations, CSR functions of corporate/for-profit organisations, social policy or welfare departments of governments, and social enterprises. Its mission is to “enhance the efficiency and effectiveness of the development sector organisations by building the capacity of development professionals and helping them create a more inclusive and sustainable society.”</p> <p><b>Important Note:</b> This position is specifically for the PGPDM programme, a modular programme for working professionals with lectures scheduled in the evenings on weekdays and on weekends, over six contact periods of about two weeks each. The batch coordinator plays a crucial role in ensuring the smooth conduct of these lectures and other related activities. As such, this role requires availability for late evening work hours and weekend duties. We seek a dedicated and flexible individual who can commit to these unique scheduling demands.</p> <p>The batch coordinator will be responsible for all academic operations of a PGPDM batch from admissions to convocation and support the PGPDM programme chairperson and programme office in all tasks involved in the successful implementation and scaling up of PGPDM and other short-term programmes, including but not limited to:</p> <ul style="list-style-type: none"> <li>● Prepare the Batch Calendar in consultation with the programme team.</li> <li>● Plan, procure, and distribute supplies/stationery/kits for all the participants</li> <li>● Distribute the participant guidelines to all the participants and ensure awareness and compliance.</li> <li>● Prepare the timetable for each contact and block the faculty calendar and schedule sessions for both offline and online modes.</li> <li>● Set up the digital infrastructure, specifically creating and distributing Zoom links, including breakout rooms.</li> <li>● Verify proper functioning of classroom equipment such as the projector, mic, and computer before sessions and resolve the issues with the help of relevant teams.</li> <li>● Coordinate with visiting and guest faculty for scheduling of their sessions and timely payments.</li> <li>● Collect course outlines and study materials from the faculty members and upload and organise them on the ERP/LMS platform.</li> <li>● Coordinate with faculty and library for procurement and distribution of books, case studies, and other reading materials.</li> </ul>		

- Ensure timely submission of all assignments, application exercises, and project reports.
- Work towards achieving 75% attendance for all the participants in online and offline classes .
- Enter specific session details into the system after a "Contact" (modular period) is complete.
- Coordinate with the examination coordinator to schedule examinations and compile marks and grades.
- Send assignment submissions to faculty members and meet the requirement of getting evaluations done within 21 days after sending submissions to faculty/TAs.
- Enter all participants, courses, and evaluation data on ERP/LMS.
- Plan for and assist in the evaluation of quizzes, tests, assignments, application exercises, projects, etc. and compile marks and grades.
- Plan and organise various events related to the batch, such as batch inauguration, BNAC, PG Lab, field visit and farewell.
- Handle queries and provide clarifications to participants, faculty, and various internal and external stakeholders.
- Ensure the timely start and completion of the Development Management Project by all the participants.
- Contribute to the visibility of the PGPDM programme.
- Ensure compliance with and prepare various accreditation (AACSB, AMBA, etc.) related communication and documentation requirements, for which appropriate training and handholding will be done for the allocated batch.
- Monitor compliance with academic standards and report instances of students' actions/behaviour that violate the standards.
- Track participants' attendance and progress and update the programme chair regularly, including taking corrective action if any.
- Prepare for and coordinate with the institute's convocation team for the convocation of the allocated batch.
- Raise purchase orders on the institute's ERP for items related to the allocated batch, including buying textbooks and case studies.
- Ensure timely payment of fees by the participants for the allocated batch.
- Address and resolve specific queries raised by the financial department regarding fees or other payments.
- Set up meetings and take minutes for the meetings related to the academic and administrative matters of the allocated batch.
- Coordinate with all the academic departments and other programme offices within and outside the institute for the successful conduct of the batch.
- Assist programme office in the preparation of material for internal and

	<p>external circulation, including but not limited to social media, websites, brochures, flyers, and all internal and media communications.</p> <ul style="list-style-type: none"> <li>● Contribute to admissions campaigns, including generating leads by discussing with alumni and utilising contacts from current and previous batches.</li> <li>● Conduct counselling sessions for shortlisted applicants for admissions and organise interviews for admissions.</li> <li>● Onboard all admitted candidates for the allocated batch.</li> <li>● Complete any other work assigned by the programme manager or chairperson.</li> </ul>
<b>Experience</b>	Three years of experience after post-graduation.
<b>Skillset</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>● Knowledge or experience of the development/social sector</li> <li>● Fluency in written and oral communication in English and Hindi</li> <li>● Good command over MS Excel, MS Word, and PowerPoint</li> <li>● Good at programme/project management, including scheduling, record keeping, reporting and multi-functional coordination</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>● Working with ERP systems, including academic platforms such as ERP, LMS, etc.</li> <li>● Experience in academic administration and working with students from the higher education ecosystem</li> </ul>
<b>Education</b>	Postgraduate in Social Work, Development Management/Studies, Sociology, Anthropology, Social Impact MBA, or other development/social sector-related disciplines from premier institutions
Interested candidates with relevant experience can reach out to <a href="mailto:navin.poojari@spjimr.org">navin.poojari@spjimr.org</a>	