Sreenidhi University

Job Title: Coordinator

Reporting to: Deputy Director, CETLI

Roles and Responsibilities:

- Work with the Deputy Director to implement academic strategies and initiatives in alignment with Sreenidhi University's goals.

- Work closely with the Dean Office, School of Engineering, Academic Departments, CTO and Centres at Universities to ensure smooth coordination and integration of the curriculum.

- Assist in creating and documenting academic content, including syllabuses, lesson plans, and course structures.

- To analyze and integrate feedback from faculty, students, and industry experts to enhance curriculum relevance.

- Coordinate and communicate effectively with faculty and department heads to ensure smooth academic operations and program updates.

- Support in organizing faculty development programs (FDPs) and workshops aimed at improving teaching methods and knowledge of current trends in CSE and SDGs.

- Help design, organize, and implement innovation-driven initiatives and programs to promote creativity and sustainability across the university.

- Maintain comprehensive records of all academic developments and documentation related to CSE and SDGs.

- Assist with the administrative tasks related to academic program development, ensuring effective collaboration with cross-functional teams.

Desired Skills:

- Familiarity with academic management software, learning management systems (LMS), and curriculum management tools.

- Familiarity with Sustainable Development Goals (SDGs) and their integration into academics.

- Strong documentation skills, with the ability to maintain detailed records, reports, and academic materials.

- Ability to coordinate effectively with all depts and centres at University.

- Strong communication and organizational skills.

- Proficiency in Microsoft Office and other documentation tools.

Educational Qualifications:

- Bachelors/Masters in CSE or Technology

Experience:

Sreenidhi University

- Minimum 0-2 years of experience in academics or curriculum development in CSE or related disciplines.
- Coordinating with academic programs, interdepartmental communication, and collaboration with various stakeholders (such as faculty, departments, and administrative bodies) is essential.
- Familiarity with technology-enhanced learning tools and online education platforms is a plus.