## JOB DESCRIPTION

Inviting applications for the ROLE  
**IT Faculty – Training & Operations**

<table>
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<tr>
<th>Reports to</th>
<th>Centre Head</th>
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<tr>
<td><strong>Role Objective</strong></td>
<td>To impart training and monitor the student life cycle for ensuring standard outcome</td>
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| **Responsibilities** | - Impart Training on communication, intercultural or interpersonal skills, workplace readiness, behavioural and personality development etc.  
- Teach 2-3 batch sizes of 15-20 students/batch per day and impart training/learning as per prescribed curriculum & teaching guidelines  
- Assess and evaluate students for their proficiency, comprehension, familiarity with the course/subject, job-readiness  
- Lead, Support & Facilitate Student selection & enrollment and placement efforts along with other center personnels; Do Student Counselling  
- Provide, publish MIS, reports, insights as per requirement |
| **Desired profile** | - Graduate/ Post Graduate  
- Relevant Training Certification in Soft Skills  
- Relevant experience of at least 1(one) year.  
- 1+ Years of Experience as Faculty or Trainer  
- Relevant Industry Experience (1-3 years), aspiring for a career in Teaching can apply  
- Fresh Graduates can also apply  
- Strong verbal and written Communication Skills  
- Strong Interpersonal skills; Should demonstrate patience & perseverance  
- Should have good knowledge and practical experience in the area of soft skill training/personality development  
- Should be able to mentor, coach and counsel students  
- Must have the Liking for Teaching as a Career;  
- Prior experience as a faculty/ trainer/ Instructor is highly desirable but not a must  
- Student Enrolment for the course/batch  
- Student Placement for the course/batch |

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