



JOB DESCRIPTION

Inviting applications for the ROLE IT Faculty – Training & Operations

Reports to	Centre Head
Role Objective	To impart training and monitor the student life cycle for ensuring standard outcome
Responsibilities In this role, you will be responsible for:	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> ▪ 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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