



JOB DESCRIPTION

Inviting applications for the **ROLE** IT Faculty (CEDES) – 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 IT and Soft Skills. • Basic hardware & software knowledge. (Computer spares, Operating system, application software) • Basic internet knowledge like web browsing, new email creation, online shopping etc. • Advance knowledge in MS Excel. • Cell reference, Vlookup, hlookup, pivot table, power pivot, sumif, countif, if, or, and functions, data validation etc. • Strong verbal and written English Communication Skills • Provide Coaching for the interview process • Conduct Mock Interviews • Counselling students with academic problems and provide student encouragement. • Groom the students to prepare them for Jobs.
Desired profile	<ul style="list-style-type: none"> • Graduate/ Post Graduate • Relevant experience of at least 1(one) year as faculty or trainer. • Relevant Industry Experience (1-3 years), aspiring for a career in Teaching can apply • 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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