### JOB DESCRIPTION

**Inviting applications for the ROLE**

**IT Faculty (CEDES) – Training & Operations**

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<th>Reports to</th>
<th>Centre Head</th>
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<td>Role Objective</td>
<td>To impart training and monitor the student life cycle for ensuring standard outcome</td>
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**Responsibilities**

In this role, you will be responsible for:

- 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**

- 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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