



JOB DESCRIPTION

Inviting applications for the **ROLE** Coordinator -College Model

Reports to	Account Manager -College Model
Role Objective	We are seeking an incumbent to work as a College Coordinator for Training and Operations Vertical. This crucial role involves acting as our representative in colleges, forging relationships, and guiding students through the journey from initial engagement to enrollment and beyond.
Responsibilities In this role, you will be responsible for:	<p><u>College Relationship Building:</u></p> <ul style="list-style-type: none"> Establish and nurture strong relationships with college authorities, faculty and students to promote our digital livelihood initiatives. Act as the primary point of contact with the colleges ensuring a positive and collaborative partnership. <p><u>Lead Generation and Conversion:</u></p> <ul style="list-style-type: none"> Identify new colleges where Anudip's Deeptech program can be initiated. Proactively reach out to students, introducing them to our digital livelihood programs and guiding them through the enrollment process. Convert leads into enrollments by effectively communicating the value and benefits of our initiatives. <p><u>Student Journey Management:</u></p> <ul style="list-style-type: none"> Oversee the entire student journey, from initial engagement to enrollment and placement. Provide guidance and support to students, addressing inquiries and ensuring a smooth transition into the program. Counseling the students for best outcome from onboarding to placement. <p><u>Batch Progression and Outcome Monitoring:</u></p> <ul style="list-style-type: none"> Keep a close eye on batch progression, attendance and engagement levels. Monitor Student Attendance and Dropout Percentage, Curriculum coverage Monitor and report on student outcomes, collaborating with internal teams to enhance program effectiveness. The coordinator has to use various sources of information like: AE Team reports, MIS reports to ensure adherence to Academic

	<p>Parameters. Represent Anudip at the college and ensure corrective measures are taken as required</p> <p><u>Placement Support:</u></p> <ul style="list-style-type: none"> Facilitate and support students during the placement process, working closely with placement partners. <p><u>Reporting and Documentation:</u></p> <ul style="list-style-type: none"> Maintain accurate and up-to-date records of student interactions, leads and outcomes. Provide regular batch reports to internal stakeholders on college partnerships, lead conversion and student progress.
Desired profile	<ul style="list-style-type: none"> Graduate degree in any field Minimum 3 years' experience in college tie-ups and delivering technology programs Good communication and presentation skills Result oriented with experience in stake holder management.

Follow us: [Facebook](#) | [Instagram](#) | [YouTube](#) | [LinkedIn](#) | [Twitter](#)

www.anudip.org