

Job Description

Post Name

Assistant Director (Administration)

Introduction

GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science and Management and Fire & EHS with major emphasis on skill development and producing industry ready manpower.

Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.

Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.

Roles & Responsibilities

The recruit shall assist Director (Administration) in the following activities : –

- 1) Project Planning and Management – specifically developing infrastructure for academic, co-curricular and administrative purpose. Development and execution of stated goals and objectives in this connection.
- 2) Administration related activities such as –
 - Framing university policies and grievance handling;
 - Communication with partner institutions, other institutions, external agencies, government departments and prospective students;
 - Organizing and facilitating a variety of educational or social activities;
 - Ensuring that all departmental faculty and staff are fully aware of their obligations to comply with university policies and procedures.
- 3) Recruitment, career planning, facilitating training of teaching and non-teaching staff. To be responsible for Performance management of Faculty & Staff, etc.
- 4) Discipline enforcement
- 5) Procurement related tasks such as Capital equipment purchases, procurement of revenue items, etc.
- 6) Resource mobilization from industries for various new initiatives / purposes.
- 7) Security & Safety related administration
- 8) Co-ordination with sponsoring bodies, Government, Peer educational institutions, industries etc.

- 9) Responsible for development of co-curricular activities including infrastructure, support to the student's clubs.
- 10) Corporate communications activities.
- 11) Land and asset management.
- 12) Non-academic statutory compliances - Labour laws, filing of returns etc.
- 13) Monitoring of various academic institutions with other bodies.
- 14) Engaging consultants for carrying out specialized tasks, services, etc.
- 15) Development and implementation of medium-term institution development plans.
- 16) Ensuring that all the equipment and assets are in good condition.
- 17) Conducting Faculty Development Programmes and forming quality control policies for faculty.
- 18) Arranging summer internship for students in related industries.
- 19) Assist management with accurate information as required for all campus associate activities and initiate decisions
- 20) Provide support to all services and ensure completion of all student demands.
- 21) Supervise all administrative functions for campus and ensure neat and clean appearance.
- 22) To ensure a high quality of campus life for the students.
- 23) Responsible for developing IT network commensurate with University requirements from time to time.
- 24) Responsible for the delivery and development of highly effective admissions at GSFUCU and lead the admission team
- 25) Developing strategies for Placements. Managing the mobilization and placement team, monitoring coordination and oversee placement functions.
- 26) To ensure maximum placement of students and broad base the number of prospective recruiting companies.
- 27) Devise strategies for all Marketing, including Digital, Advertising, Communications and Creative and oversee marketing functions.
- 28) Performing miscellaneous job-related duties as assigned.

Qualification

Any post graduate with minimum 55% (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from an accredited foreign university

Experience

More than 5 years' experience of independently handling Human Resource Management, Admission, Administration, or Procurement activities in any Premium Educational Institutions/Government/Government promoted Industries

Skills

- Excellent team leader
- Good communication skills.
- Knowledge and understanding of labor laws and Industrial relations.
- Project planning and management
- Strong networking skills
- Critical and creative thinking
- Monitoring/assessing performance of individuals and the institution
- Coordination of complex functions
- Time Management
- Negotiation & Persuasion skills
- Management of various administration functions

Reporting

Director (Administration)

Compensation

7-8 lacs per annum and access to recreational & other facilities at Campus.

Selection Procedure

Stage 1: Initial scrutiny shall be based on the quality and number of years of experience, as well as the qualification required for the position.

Stage 2 (a): Case Study/Assignment:

HR shall share Assignment (Case Study) through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same before the interview. This case study is specially designed to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his/her field. The solved case study will be extensively discussed with the selection committee during the interview.

Stage 2 (b): Personal Interview

In this phase, interviews of shortlisted candidates will be conducted by the Selection Committee.

Tenure of Appointment

The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non Teaching staff.

Location

Vadodara, Gujarat. However some tours to various industrial units within India and visits to other academic and R & D establishments will be expected.