**CECOS UNIVERSITY JOB DESCRIPTION**

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| Position Title | Program Manager |

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| **ROLES AND RESPONSIBILITIES OF THE PROGRAM MANAGER INCLUDE:** |
| **Course Management:**   * Assist in selection of courses and visiting faculty members * Share course details with the Office of Graduate Studies * Display offered course list and coordinate course registration, allocation, timetable issuance, lab practical, and seminars/workshops   **Exam Management:**   * Prepare date sheets, collect and distribute exam materials, and submit results * Supervise scrutiny, collect repeat cases forms, and sessional marks * Cross-check data and create subject and batch-wise files for grading * Prepare and finalize results, and forward a copy of the final result for declaration * Check attendance entry, generate roll numbers, and initiate letters for paper checking leaves * Confirm sessional and lab marks entry and distribute papers to teachers * Liaison with the exam section for exam related matters.   **Academic Administration:**   * Assist HOD, manage website, and resolve academic issues of students * Prepare for visits, reports, budget, and staff recruitment * Implement faculty development programs and curriculum revisions * Conduct student feedback, policy proposals, and document ongoing activities * Participate in staff recruitment and evaluation, and provide staff training if possible   **Office Management:**   * Monitor supplies and handle shortages, resolve malfunctions, and maintain records * Utilize office appliances and computers for word processing * Schedule meetings and appointments, create agendas and record minutes * Assist in organizing board meetings and liaise and coordinate across departments * Organize the office, sort and distribute communications, and maintain relationships with students and colleagues * Sort and distribute incoming and outgoing mail, and assist in making travel arrangements. |