**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.
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