

Student Support Executive

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Company: Ahmedabad University

Location: ahmedabad

Category: other-general

Role Summary: Student Support Executive will be the first point of contact for students and other visitors dropping in at Ahmedabad University's Office of the Dean of Students (ODS). Shall act as a coordinator of routine activities driven by ODS. Coordination with various programme offices, students, administrative staff, faculty, vendors, etc., will be the primary responsibility. General office administration will also be a requirement.

Job Responsibilities: Managing calls, emails and visitors. Coordinate activities of the wellness vertical at ODS. Document and maintain records meticulously. Making appointments and organise meetings. Maintain in-house inventories for stationery. Oversee housekeeping. Follow a foolproof communication system to avert any lapses. To oversee the smooth execution of all events. To undertake administrative tasks.

Skills required: Fluency in spoken and written English. Computer: MS Office. Experience required: 2 to 3 years. Qualification: The candidate should be a graduate with strong communication, interpersonal, data management and organisational skills. Experience in education or a related field, especially at a prominent institution, would be preferred. Any experience with wellness-related undertakings (yoga, fitness, first aid, etc.) will be an added advantage. The ideal candidate must be outgoing and enthusiastic. Coordinate student activities with high energy levels. Should be courteous and display a calm demeanour. Should be self-motivated and be able to work independently. The person should also be a team player willing to learn and handle challenges.

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