

## 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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