

POSITION AT CENTRE FOR SOCIAL ENTREPRENEURSHIP

Centre and School: Centre for Social Entrepreneurship (CSE), School of Management and Labour Studies (SMLS), Tata Institute of Social Sciences (TISS), Mumbai

About Centre for Social Entrepreneurship: Centre for Social Entrepreneurship was set up in 2007 under the School of Management and Labour Studies at Tata Institute of Social Sciences, Mumbai. The Centre offers a full time two years Masters Programme in Social Entrepreneurship. The Centre also offers Online Programme and Executive Programme in Social Entrepreneurship. Organizing conference every year, and contributing to the knowledge domain in this field in form of publishing edited book volume or special issue is also the main feature of the Centre.

ACADEMIC PROGRAMME MANGER

Reporting to: Chairperson, Centre for Social Entrepreneurship, SMLS, TISS, Mumbai

Education qualification and Work Experience:

Post Graduate in any discipline plus at least 2 years of work experience in handling the academic programmes in University and Research Institutions.

Desirable criteria for short listing candidates:

Experience in coordinating academic programmes, and organizing workshop/seminar/conference will be preferred.

Job Roles:

- Managing day-to-day operation and be the first point of contact for all the academic programmes, such as OPSE, EPGDSE, CPICRSRS, and also other initiatives of the CSE and Incubation Centre.
- Co-ordination and monitoring for short and long terms executive education programmes
- Co-ordination and monitoring for online education programmes
- Coordination with Academic and other Partners, cross functional co-ordination within and outside TISS
- Overall monitoring and review with all stakeholders
- Develop and execute operational and engagement strategy for all the stakeholders including students, partners, faculties, and domain experts.
- Assistance in organizing conferences
- Assistance in publishing academic outputs of CSE.

Competencies Required:

- Excellent stakeholder management both internal and external
- Excellent coordination skill
- Excellent verbal and written communication skills
- Excellent interpersonal, presentation and management skills
- Enthusiastic and Self-motivated
- Excellent team worker

Duration of Engagement:

Initial period of one year, extendable on satisfactory performance

Salary:

INR 35000 per month (consolidated)

How to apply?

Interested candidates may send detailed CV with details on the competences explained above to **cse.conference@tiss.edu**.

Important Dates

Submission of CV of application with CV: **11 December 2023**.

Tentative date of online interview: **14 January 2024**. Only shortlisted candidates will be invited for online interview.

Tata Institute of Social Sciences, Mumbai reserves all rights of shortlisting and selection, and will not communicate in any manner with individuals about the reason(s) thereof or otherwise.

Offig Registrar