EMPLOYMENT NOTIFICATION NO. VDU/EST/2023-24/53

ADVERTISEMENT FOR THE NON - TEACHING AND OTHER ACADEMIC POSTS

Vidhyadeep University (VDU) invites online applications in the prescribed format from eligible Indian nationals for appointment Teaching and Non- teaching and other posts.

Date of Commencement of Application	**12-09-2023**
Last date of Application	**25-09-2023 Up to 5:30 p.m.**
Last date of receipt of hardcopy of application along with all self-attested enclosures (Including postal processing days)	**30-09-2023 Up to 5:30 p.m.**

DETAILS OF THE POST(S), QUALIFICATIONS, OTHER REQUIRMENTS, ETC.

		Non Teaching Staff
1.	**HUMAN RESOURCE OFFICER**	Master's Degree in MBA (HR) with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. **Desirable:** (i) Five years of experience in supervisory level in Administration / Establishment / Finance/ Examination / Academic of the University. (ii) Good working knowledge of computer applications.
2.	**MARKETING OFFICER**	Master's Degree in MBA (Marketing) with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. **Desirable:** (iii) Five years of experience in supervisory level in Administration / Establishment / Finance / Examination / Academic of the University. (iv) Good working knowledge of computer applications.
3.	**START-UP & INCUBATIN OFFICER**	**Details are Given Bellow Attachment:**
4.	**CORPORATE RELATION OFFICER**	**Details are Given Bellow Attachment:**

Vidhyadeep Campus, At Post - Anita, Kim-Olpad Highway, Ta - Olpad, Dist - Surat, Gujarat, India - 394110.

www.vidhyadeepuni.ac.in   info@vidhyadeepuni.ac.in   +91 75674 89888, 9537469111

5.	**PLACEMENT OFFICER**	Master's Degree in MBA (HRM) with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. **Desirable:** i. Five years of experience in supervisory level in Administration / Establishment /Placement Cell of the University/College. ii. Good working knowledge of computer
6.	**ADMISSION OFFICER- INTERNATIONAL**	**Details are Given Bellow Attachment:**
7.	**MARKETING ASSISTANT**	Any Graduate with knowledge of Marketing Skill or an equivalent grade in a point scale wherever grading system is followed. **Desirable:** - Two years of experience in Marketing field.
8.	**ADMINISTRATIVE ASSISTANT/ CLERK**	Bachelor's Degree in any discipline /BBA/Economics/ Commerce or an equivalent grade in a point scale wherever grading system is followed. Proficiency in Typing, Computer applications, noting and drafting (Gujarati and English). **Desirable:** Experience in Administrative / Accounts / Academic matters. Capacity to work in a fully computerized environment.

Date : 11-09-2023   I/C Registrar

VIDHYADEEP UNIVERSITY

START UP & INCUBATION OFFICER

Job Title   Startup & Incubation Officer

Location of Posting   Vidhyadeep University, Kim

About the Position:

The Startup & Incubation Officer will lead Startup, Entrepreneurship & Innovation activities, other day-to-day activities and overall coordination at the Vidhyadep University Startup & Incubation Center.

Educational and other Qualifications

Postgraduate in Design/Business Administration/Technology or related disciplines from a recognized national or international institution.

Work Experience

An individual with impeccable track record having minimum 3 years of overall experience in the industry/related institutions, Start-up, Innovation and entrepreneurship ecosystem by virtue of managing/ leading/coordinating key activities or its flagship programmes.

Roles and Responsibilities:

- Creating the necessary eco-system to attract and retain entrepreneurs in the Vidhyadep University Startup & Incubation Center.

- Promoting a culture of innovation and entrepreneurship among faculty and students.

- Manage the Incubation Center for its effective day-to-day running by designing suitable policies and processes.

- Design and implement a policy to be adopted by the Institution to facilitate startups by faculty and the students.

- Design and implement a policy that sets the framework, terms and conditions for hosting the ventures in the Incubation Center.

- Gaining recognition from Government bodies and raising funds from such bodies and ensuring compliances.

- Source funds from the corporate for the functioning of the Incubation Center and to support the ventures incubated.

- Providing continued strategic guidance to entrepreneurs in areas such as business modelling, sales, marketing, financing, fundraising, overall strategy, and operations.

- Work with startups in the program according to the frameworks and mechanisms as outlined by the Government Policy. Monitor business performance of portfolio start-ups, interface with other stakeholders and provide industry connects.

- Regularly interact and coordinate with internal and external stakeholders to ensure program performance. Look for newer avenues of partnerships and bring the same to the leadership team for further action.

- Work towards overall startup community mobilisation and reach out. Ensure that the program reaches out to relevant ecosystem stakeholders.

- Study key sectors and generate insights, use-cases and industry analyses for internal and external usage.

- Manage and support internal and external communication as needed for the program.

- Interact and maintain relationships with portfolio companies, mentors and partners.

- Ensure preparation of necessary portfolio reports for both internal and external purposes.

- Ensure smooth day-to-day overall functioning of the incubator, by coordinating with Admin, Marketing, Design, HR and other relevant team members.

- Active participation in events, seminars and workshops for building and sharing sectoral knowledge.

- Ability to represent Vidhyadeep University at such events and seminars, as and when deemed necessary.

- Ensuring coordination with relevant team members within the organisation for participation across events.

Skills and Qualifications

- A highly motivated individual looking to work for benefitting the semi-urban/rural livelihoods looking to work in the start-up ecosystem.

- Minimum 3 years of experience of working in startups or with an incubator/accelerator. (Prior experience as a startup founder or with a relevant Angel investment firm is a bonus) or managing entrepreneurship activities in a university/organisation as a leader.

- Overall understanding of the start-up incubation process and related challenges, digital technology landscape and products.

- Strong execution skills – including a focus on data-driven decision making, comfort with ambiguity, and ability to drive rapid "learn & implement" iterations, strong bias for action, and outcomes-based orientation;

- Good overall leadership, networking and communication skills.

- Fluent in written and spoken English, with the ability to speak in front of an audience as and when deemed necessary.

- Excellent skills in the entire Microsoft Office Suite (MS Word, PowerPoint, Excel etc.)

VIDHYADEEP UNIVERSITY

CORPORATE RELATION OFFICER

Job Title   Corporate Relation Officer

Location of Posting   Vidhyadeep University, Kim

About the Position:

The primary role of CRO, Vidhyadeep University is to develop Industry connect strategy, seeking high-level placements at local and national industries and Organize placement drives, Job fairs etc. The ideal candidate will be responsible for expanding our Industry-University network, and strengthening relationships with existing companies. If you have a proven track record in corporate relations, and a passion for student success, we want to hear from you.

Job Description:

- The role of the University Corporate Relations Manager is to develop and enhance campus visibility in Industries in order to place top emerging talent.

- S/he will maintain University presence at Industries and will be in constant contact with Industry Managers to determine recruiting programs based on the company's hiring needs.

- The Relationship Manager will interact with Industry Managers to schedule events, interviews, and other outreach activities.

- Serves as a central point of contact between students, staff, other departments, and external Industries on day-to-day programmatic, operational, and administrative matters.

- Abridging the gap between university and the corporates with regard to student/apprentice onboarding.

- Develops and implements recruiting and retention efforts within the program.

- Client Relation with industries/organizations and agencies for internship and placement of trainees.

- Handling entire corporate functions along with dealing with the HR and Placements.

- Visiting various companies to develop a strong relationship.

- Maintaining the database of corporate bodies and MNCs along with maintaining the database of students found eligible for placement.

- Establishing and managing corporate tie-ups by acting as the face of the organization

- The position will report to the Provost/President, Vidhyadeep University.

Key responsibilities:

- Create detailed plans with clearly defined objectives, desired outcomes, diversity plan, and calendar of events.

- Develop relationships with Industry HR managers, placement officers, department heads to improve placement activity and University – Industry relationships.

- Develop, implement and execute on-campus events that include: Info Session, tech talks, executive visits, from corporates.

Skills Required:

- 2 – 5 years of experience at similar positions.

- Track record in establishing and maintaining relationships with large organizations.

- Passion for working with people and driving results.

- Excellent written and verbal communication skills.

- Experience in managing placements and corporate relations is a plus.

VIDHYADEEP UNIVERSITY

ADMISSION OFFICER – INTERNATIONAL

Job Title   Admission Officer - International

Location of Posting   Vidhyadeep University, Kim

About the Position:

The primary role of AO(I), Vidhyadeep University will be responsible for performing the functions of an admissions officer with a special focus on international applicants. The AO(I) will be responsible for the evaluation and assessment of foreign credentials and providing information to prospective international students regarding programs and courses including the processes and requirements specific to international student admissions. This may include monitoring international applicants and any follow-up necessary in an effort to convert the applicant to registrant.

The position requires familiarity with the educational system of major "sending" countries and the ability to analyse documents for admissions.

The position will work closely with staff in the Office of the Admissions, Registrar, Student Section, and Examinations.

Key responsibilities:

- Interview candidates to determine their suitability for admission to the University, based on previous academic performance.

- Coordinating with faculty members to schedule special classes for international students and ensure that they are staffed with qualified instructors

- Reviewing applications to determine whether candidates meet the University's academic standards and other eligibility requirements

- Reviewing transcripts from previous schools attended by applicants to determine their academic performance and progress

- Reviewing applications for financial aid to determine candidates' eligibility for need-based scholarships or other forms of financial assistance

- Managing the flow of information between constituent colleges including admissions, financial aid, registrar, and student services

- Ensuring that all necessary documentation is submitted to the appropriate department/college before the deadline

- Reviewing and updating University policies regarding admission standards and procedures, such as applications deadlines and requirements for essay submission

- Candidate must have the experience of dealing International Admissions and knowledge of international market of Africa, Bhutan, Bangladesh, Nepal, Shri Lanka is a big plus.

- Candidate must have to travel internationally for admissions and marketing

Job Description:

- Reporting to Advisor Admissions and Marketing

- Responsible for meeting admission target of international students from SAARC & African nations for University Full time programs.

- Planning and Execution of Admissions and Outreach activities for promotion of University Full-time programs among target students in SAARC & African nations

- Participation in exhibitions/education fairs for promotion and awareness about Vidhyadeep University and programs offered among target students in SAARC & African nations.

- Networking & building strategic alliances with renowned admission consultants in SAARC & African nations for promotion and admission for all programs offered by the university.

- Organizing Open house, webinars, faculty talks/sessions and other admission or counselling events targeting potential students from SAARC & African nations

- Coordination with digital marketing team for promotion of programs and lead generation from SAARC & African nations through social media and digital marketing activities

- Counselling/tele-calling the leads generated through different marketing and outreach activities for the programs offered by the university.

- Consistent follow up with students from lead stage to applications and then admissions with good conversion rate at every stage.

Qualifications and Skills:

- Any Graduate or Postgraduate.

- 8 to 10 yrs. of relevant experience of international admissions and outreach with renowned university/institute.

- Pleasing personality with strong verbal and written communication skills.

- Willing to travel extensively.

- Enthusiastic and willing to work relentlessly for achieving and exceeding the targets.

- Respect for cultural differences, patience, and a demonstrated ability to communicate with non-native speakers of English;

- Capacity to work effectively in a high volume, time sensitive, fast-paced environment;

- Exceptional client-service skills;

- Computer proficiency