

Recruitment for Program Associate at Badruka School of Management

About Badruka School of Management (BSM):

BSM envisions itself as a premier Business School in Hyderabad, powered by a spirit of entrepreneurship and excellence. We offer a new-age multidisciplinary curriculum to prepare future leaders to impact business and create an inclusive and sustainable society. Our curriculum integrates fundamental management courses with modules on technology, analytics, and design so that students can understand the practice of management in a digital economy. Our modules on essential workplace skills, leadership, and entrepreneurship will prepare our students for the job market.

BSM aims to create a school of global standards with an increased focus on blended learning, data, and research, along with developing the right attitude among the students to transform them into lifelong learners and team workers. BSM will be a part of the rich legacy of the Badruka Education Society, which has a reputable portfolio of higher education institutions based in Hyderabad since 1950.

Job Title	Program Associate
Location	Medchal, Hyderabad, Telangana
Reporting to	Program Manager
Preferred Qualifications & Experience	<ul style="list-style-type: none"> • Bachelor's with 2+ years of experience from a recognised Institute or University • Good skills in organisation and administration, preferably along with some experience in systems management • Prior knowledge of data handling, as analysing student data for understanding trends and projections, is an essential requirement of the job • Understanding of the Indian higher education landscape and related policies • Passion for building world-class institutions of higher education • Proficiency in MS Office • Excellent communication and presentation skills • Strong coordination skills and values teamwork and collaboration • Able to work under pressure and within given deadlines
Job Responsibilities*	<ul style="list-style-type: none"> • Coordinating with various stakeholders to set up the PGDM program at BSM, which will involve streamlining of administrative tasks • Responding to student queries, working on concerns, and acting proactively to resolve issues and be accountable for the student experience of the program

Campus Address: Badruka School of Management, Dabilpur Village, Medchal Mandal, Medchal-Malkajgiri District, Telangana - 501 401

Head Office: Station Road, Kachiguda, Hyderabad - 500 027

Email: bsm@badruka.com



	<ul style="list-style-type: none">• Liaising with student representatives, social clubs, the Career Advancement office, and relevant faculty and staff for various student engagement activities and supporting the execution of these activities• Liaising with the Faculty and Teaching and Research Fellows on course and student-related matters to ensure smooth operations of classes, course planning, mid-semester flagging etc. and report to the PM• Assisting in the execution of academic events and awards such as Dean's events, internal programs, and Convocation• Monitoring the academic achievement of students through regular communication and meetings, including documentation of academic transgressions and liaising on these with the relevant stakeholders• Liaising with relevant departments on all assessment-related matters as well as degree and transcript generation• Calendar management, planning and execution of daily activities of the Program Team• Provide general administrative support such as preparing and managing documentation
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Remuneration

Will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall salary structure of BSM.

Application Submission Process

Applications may be submitted through the following link: <https://bit.ly/43htrkO>

Only shortlisted candidates will be contacted. BSM is an equal opportunities employer.

**Job responsibilities stated are not to be taken as an exhaustive statement of duties. Employees may be required to perform other job-related duties as necessary.*