

| Entity                | Designation          | Reporting  |
|-----------------------|----------------------|--|
| Gopalan Skill Academy | Registrar, MR and AC | Chief Operating Officer, General Secretary , Gopalan Foundation and Director - Gopalan Enterprises |

- 1.) Managing the day-to-day financial and human resource aspects of academy & center operations including managing staff and reporting to management (General Secretary, Gopalan Foundation / Director, Gopalan Enterprises.)
- 2.) Assists the Principal and Dean in ensuring that the academy & center meets its strategic, operational and financial / service objectives.
- 3.) Work on committees including Skilling & Tutoring boards, governing bodies and task groups.
- 4.) Plan, assist and execute with recruitment, public or alumni relations and marketing activities.
- 5.) Administer the 'Trainees lifecycle' from registration or admission to skill graduation or leaving.
- 6.) Provide administrative support to an training & academic team of trainers, lecturers, tutors or teachers.
- 7.) Draft and interpret regulations and deal with queries and complaints procedures.
- 8.) Coordinate examination, tests and assessment processes - Internal and External.
- 9.) Maintain high levels of quality assurance, including course evaluation and course approval procedures.
- 10.) Assist to use internal information systems and prepare reports and statistics for internal and external use.
- 11.) Participate in the development of future internal information systems for business scalability.
- 12.) Participate and contribute to policy and planning of proposals approved by management.
- 13.) Manage budgets and ensure financial systems are followed.
- 14.) Assist purchase goods and equipment, and process invoices.
- 15.) Supervise other administrative staff inclusive of fee matrix in consultation with management or its assignees.
- 16.) Liaise with other administrative staff, skilling & academic colleagues, trainers, teachers, trainees and students.

## GSA – Staff Allocation of Business and Work

For internal circulation only

- 17.) Communicate with partner institutions, other institutions, external agencies, Government departments & corporations, corporate, companies and prospective trainees / students.
- 18.) Assist to organize and facilitate a variety of skill development fests & educational drives or social activities.
- 19.) Delivering training and teaching across a range of qualification types and levels, in day or evening sessions or open access workshops.
- 20.) Attend internal audits and review weekly reports on admission, revenue, dues, payables and tax / TDS'.
- 21.) Review in organizing the office layout and evaluate supplies of stationery and equipment.
- 22.) Review maintaining the condition of the office and arranging for necessary repairs.
- 23.) Organizing and chairing meetings with staff as per management policies and vision.
- 24.) Overseeing the recruitment of new staff, sometimes including training and induction.
- 25.) ensuring adequate staff levels to cover for absences and peaks in workload, often by using temping agencies or Guest faculties / interns.
- 26.) Carrying out staff appraisals, managing performance and disciplining staff.
- 27.) Delegating work to staff and managing their workload and output.
- 28.) Promoting staff development and training increase staff competence.
- 29.) Implementing and promoting equality and diversity policy.
- 30.) Writing reports for senior management and delivering presentations as ordered by management.
- 31.) Responding to customer enquiries and complaints if any.
- 32.) Reviewing and updating health and safety policies and ensuring they are observed.
- 33.) Arranging regular testing for electrical equipment and safety devices.
- 34.) Attending conferences and training.
- 35.) Depending on the organization, duties of the role may extend to the assignments of additional tasks from time to time by (General Secretary, Gopalan Foundation / Director, Gopalan Enterprises).
- 36.) MR / AC for Quality Council of India and National Accreditation Board for Education and Training / ISO - Agencies.
- 37.) Maintaining log and monthly report of task / assignments done

| Entity                | Designation                               | Reporting |
|-----------------------|---|-----------|
| Gopalan Skill Academy | Senior Counsellor and Training Supervisor | Principal |

- 1.) Supports the teaching and learning of trainees & students by helping trainers & teachers to deliver skilling & education programs and by encouraging supportive and inclusive learning environments in sessions / classes.
- 2.) Liaising with staff to identify learners who would benefit from mentoring.
- 3.) Helping learners who are underperforming in their training or subjects, either on a one-to-one basis outside the training room / classroom or within lessons or sessions.
- 4.) Implementing strategies and supporting trainees / learners in self-esteem and confidence-building activities.
- 5.) Listening to and helping trainees / learners resolve a range of issues that are creating barriers to learning.
- 6.) Drawing up agreed action plans with trainees / learners, outlining the aims of the mentoring, and monitoring their progress.
- 7.) Monitoring attendance and punctuality of trainees / learners.
- 8.) Visiting parents at home to discuss issues and problems, and running group sessions and workshops for parents at academy / center.
- 9.) Advising parents on behavior strategies and parenting skills.
- 10.) Networking with other learning mentors, trainers, teachers and relevant external agencies.
- 11.) Liaising with relevant professionals and individuals, e.g. educational psychologists, the police and social services associations.
- 12.) Setting up after-training clubs as well as running extracurricular activities, such as homework clubs, reading clubs, sports, music and theater, during break times or as outreach activities.
- 13.) Organizing drop-in 'offload' sessions for trainees / learners, where they can talk about a particular issue.
- 14.) Providing group activities such as anger management classes.
- 15.) Maintaining accurate records and preparing written reports and evaluations.
- 16.) Helping to secure funding to support learners' additional training & educational needs.
- 17.) Managing trainee's professional development through undertaking relevant training and sharing best practice with other learning mentors and Master Trainers.

## GSA – Staff Allocation of Business and Work

For internal circulation only

- 18.) Helping with transition activities for trainees and learners moving to up-skilling or on to further education.
- 19.) Delivering Training and Teaching across a range of qualification types and levels, in day or evening sessions or open access workshops.
- 20.) Head field mobilization drive and street campaign.
- 21.) Participate and function in tele-marketing exercise and desk counseling at academy and floor touring.
- 22.) Maintaining log and monthly report of task / assignments done



| Entity                | Designation                                | Reporting            |
|-----------------------|--|----------------------|
| Gopalan Skill Academy | Head Affiliations and Industry Partnership | Registrar, MR and AC |

- 1.) Develop technical proposal and communicate with partner institutions, other institutions, external agencies, Government departments & corporations, corporate, companies and prospective Trainees, students.
- 2.) Functions on academy and center requirements specific on technical support to deliver specialized skilling and education programs, for example account managers, network administrators and technical support officers for IT facility these technical features and apps are internally developed and handled.
- 3.) Organise and facilitate a variety of Skill development fests & educational drives or social activities in association with industry partnership.
- 4.) Assist on committees including Skilling & Tutoring boards, governing bodies and task groups.
- 5.) Function on recruitment, public or alumni relations and marketing activities.
- 6.) Develop system to administer the 'Trainees lifecycle' from registration or admission to Skill graduation or leaving.
- 7.) Assist with administrative support to an Training & academic team of Trainers, lecturers, tutors or teachers.
- 8.) Review implementation of drafts and interpret regulations and deal with queries and complaints procedures.
- 9.) Coordinate and assist examination, tests and assessment processes - Internal and External.
- 10.) Ensure and maintain high levels of quality assurance, including course evaluation and course approval procedures.
- 11.) Develop Internal information systems and prepare reports and statistics for internal and external use.
- 12.) Drive the development of future internal information systems for business scalability.
- 13.) Delivering Training and Teaching across a range of qualification types and levels, in day or evening sessions or open access workshops.
- 14.) Communicate with partner institutions, other institutions, external agencies, Government departments & corporations, corporate, companies and prospective trainees / students.
- 15.) Assist to organize and facilitate a variety of skill development fests & educational drives or social activities.

## GSA – Staff Allocation of Business and Work

For internal circulation only

- 16.) Head internal creative and design activities.
- 17.) Head affiliation process with Govt. , Private client and agencies.
- 18.) Data analyst and data processor.
- 19.) Maintaining log and monthly report of task / assignments done



| Entity                | Designation                         | Reporting                       |
|-----------------------|-------------------------------------|---------------------------------|
| Gopalan Skill Academy | Head Assessment and On Job Training | Dean - Industrial Collaboration |

- 1.) Assist and provide training room / classroom level support and assist with preparing and maintaining home economics learning environments.
- 2.) Planning and preparing lessons and session planners.
- 3.) Teaching across a range of qualification types and levels, in day or evening sessions or open access workshops.
- 4.) Researching and developing new topics, courses and teaching materials, including online resources.
- 5.) Training / Teaching large and small groups of learners from a range of backgrounds, abilities and ages.
- 6.) Monitoring, assessing and marking trainees' work.
- 7.) Maintaining accurate records and monitoring trainees / students ' progress.
- 8.) Setting and overseeing assessments / examinations and liaising with awarding bodies to ensure quality standards are met.
- 9.) Carrying out a foundation role as a personal trainer to trainees or tutor to students.
- 10.) Conducting training sessions or tutorials on a one-to-one basis with learners.
- 11.) Planning additional support for trainees or students, as necessary.
- 12.) Contributing to course team meetings to monitor, review and evaluate relevant courses.
- 13.) Representing the academy or center at parents' meeting, open days and careers or education conventions.
- 14.) Maintaining knowledge of, and implementing, Gopalan foundation policies.
- 15.) Interviewing potential students and conducting diagnostic assessments as necessary.
- 16.) Liaising with other training or educational professionals and organizations.
- 17.) Organizing work experience and carrying out trainees / learner assessments in the workplace, as appropriate.
- 18.) Undertaking a range of administrative tasks.



- 19.) Delivering Training and Teaching across a range of qualification types and levels, in day or evening sessions or open access workshops.
- 20.) Develop:-
  - 20.A) Trainer guide
  - 20.B) Syllabus / Planner
  - 20.C) Session plan
  - 20.D) Assessment guide
  - 20.E) Ready reckoner
  - 20.F) Activities and games
  - 20.G) Flip chart
  - 20.H) Posters
  - 20.I) Morning Energizers
  - 20.J) Cue cards
  - 20.K) Multimedia based AV content.
- 21.) Deploy assessors for assessment and tests.
- 22.) Deploy invigilator for assessment and tests.
- 23.) Consolidate attendance and release list of qualified trainees and students for assessment / tests.
- 24.) Organize certification ceremony for trainees / candidates.
- 25.) Coordinate and execute bulk SMS services.
- 26.) Deploy trainees at OJT site coordinate with firms / Placement cell.
- 27.) Handle internal HR practices and associated works of HR.
- 28.) Maintaining log and monthly report of task / assignments done



| Entity                | Designation                          | Reporting |
|-----------------------|--------------------------------------|-----------|
| Gopalan Skill Academy | Admission Officer and Placement Cell | Principal |

- 1.) Works in Admission to assist with administrative processes that ensure responsive and effective trainee / student services, often linked with session / class attendance strategies and learner support programs.
- 2.) Ensure and maintaining knowledge of, and implementing, Gopalan foundation policies in line with Govt. norms and clientele needs.
- 3.) Interviewing potential students and conducting diagnostic assessments as necessary for admissions.
- 4.) Liaising with other training or educational professionals and organizations to learn admission cycle and business norms.
- 5.) Organizing work experience and carrying out trainees / learner assessments in the workplace, as appropriate as per clientele norms.
- 6.) Undertaking a range of administrative tasks.
- 7.) Planning and preparing lessons and session planners for execution.
- 8.) Delivering Training and Teaching across a range of qualification types and levels, in day or evening sessions or open access workshops.
- 9.) Organize the training and placement activities of trainees.
- 10.) Liaison closely with industry for placement of trainees.
- 11.) To work in consultation with Coordinator with Govt. Industrial - Institutes and organize Interactive lectures from the professionals.
- 12.) Collect feedbacks from the companies hiring our trainees and follow trainees post placement.
- 13.) Arrange Pre placement Training programmes for soft skills and for interview facing skills for the trainees using academy members or guest faculties or HR expertise.
- 14.) Organize the entrepreneurship workshop for trainees.
- 15.) Attend internal audits and assist weekly reports on admission, revenue, dues, payables and Tax / TDS'.
- 16.) Issue ID cards, gate pass for trainees, students, candidates, parents, guests.

- 17.) Ensure and coordinate the applications and interview documentation process.
- 18.) Submit weekly report on admission, training in progress, certification, employed, up skilling, continued course.
- 19.) Maintaining log and monthly report of task / assignments done



## GSA – Staff Allocation of Business and Work

For internal circulation only

| Entity                | Designation       | Reporting |
|-----------------------|-------------------|-----------|
| Gopalan Skill Academy | Finance Executive | Principal |

- 1.) Providing and interpreting financial information to management or assigns.
- 2.) Monitoring and interpreting cash flows and predicting future trends.
- 3.) Attend internal audits and prepare weekly reports on admission, revenue, dues, payables and tax / TDS'.
- 4.) Formulating strategic and long-term business plans with BD team.
- 5.) Researching and reporting on factors influencing business performance in Skilling sector.
- 6.) Analyzing competitors and market trends on Fee and Facilities.
- 7.) Developing financial management mechanisms that minimize financial risk.
- 8.) Conducting reviews and evaluations for cost-reduction opportunities.
- 9.) Managing academy and centers financial accounting, monitoring and reporting systems.
- 10.) Liaising with auditors to ensure annual monitoring is carried out timely.
- 11.) Developing external relationships with appropriate contacts, e.g. auditors, bankers and statutory organizations such as the Govt. institutions and corporate clients.
- 12.) Producing accurate financial reports to specific deadlines.
- 13.) Managing budgets.
- 14.) Maintaining log and monthly report of task / assignments done.

## GSA – Staff Allocation of Business and Work

For internal circulation only

| Entity                | Designation              | Reporting            |
|-----------------------|--------------------------|----------------------|
| Gopalan Skill Academy | Manager Admin And Stores | Registrar, MR and AC |

- 1.) Preparing indents / documents to issues PO's for contractors.
- 2.) Project management and supervising and coordinating the work of contractors.
- 3.) Investigating availability and suitability of options for new premises and existing premises.
- 4.) Calculating and comparing costs for required goods or services to achieve maximum value for money.
- 5.) Planning for future development in line with strategic business objectives.
- 6.) Managing and leading change to ensure minimum disruption to core activities.
- 7.) Directing, coordinating and planning essential central services such as reception, security, maintenance, mail, archiving, cleaning, parking, catering, Power, Phone, Internet, waste disposal and recycling.
- 8.) Ensuring the building meets health and safety requirements and that facilities comply with Govt norm.
- 9.) Planning best allocation and utilization of space and resources for new buildings, or re-organizing current premises.
- 10.) Checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies.
- 11.) Coordinating and leading one or more teams to cover various areas of responsibility.
- 12.) Using performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement.
- 13.) Responding appropriately to emergencies or urgent issues as they arise and dealing with the consequences.
- 14.) In charge of support staff, maintenance team and security at academy and center.
- 15.) Verification of in-house purchases, stores, quotations and authentication of vouchers and bills.
- 16.) Maintaining log and monthly report of task / assignments done

| Entity                | Designation   | Reporting                       |
|-----------------------|---------------|---------------------------------|
| Gopalan Skill Academy | Lab Assistant | Dean - Industrial Collaboration |

- 1.) Provides support to training and teaching staff in the area of non chemical, technical labs and equipment preparation for sessions.
- 2.) Performing associate invigilator roles to assist assessments at Labs.
- 3.) Carrying out routine lab tasks accurately and following strict methodologies to conduct labs and assessments.
- 4.) Preparing specimens and samples for labs.
- 5.) Connecting, constructing, maintaining and operating standard laboratory practices and equipment, for example IT / ITES / hospitality / retail / telecom / language lab / visual aid, Training kit, lab coats, foot wear.
- 6.) Ensuring the laboratory is well-stocked and resourced, applications are functional and active.
- 7.) Recording and sometimes interpreting digital results to present to senior colleagues.
- 8.) Using computers and performing assessment calculations for the preparation of trainees results.
- 9.) Keeping up to date with technical developments, especially those which can save time and improve reliability & data typing.
- 10.) Conducting searches on identified topics relevant to the lab.
- 11.) Following and ensuring strict safety procedures and safety checks pre and post lab.
- 12.) Assist all outbound and out reach events.
- 13.) Maintain and issue training kits and records to trainees.
- 14.) Maintaining log and monthly report of task / assignments done

| Entity                | Designation    | Reporting                       |
|-----------------------|----------------|---------------------------------|
| Gopalan Skill Academy | HOD - IT /iTes | Dean - Industrial Collaboration |

- 1.) Prepare and deliver lessons to a range of classes of different ages and abilities.
- 2.) Mark post session / class work, give appropriate feedback and maintain records of trainees, pupils' progress and development including feedback forms.
- 3.) Research new topic areas, maintaining up-to-date subject knowledge, and devise and write new curriculum materials.
- 4.) Select and use a range of different learning resources and equipment, including podcasts and interactive whiteboards.
- 5.) Prepare trainees / pupils for qualifications and external examinations or assessments, organize mock tests / assessments - online and offline.
- 6.) Manage trainees / pupil behavior in the session / classroom and on premises, and apply appropriate and effective measures in cases of misbehavior.
- 7.) Undertake Gopalan Foundation duties, such as taking on the role of form tutor, and supporting trainees / pupils on an individual basis through training / academic or personal difficulties.
- 8.) Communicate with parents and guardian over trainees / pupils' progress and participate in departmental meetings, parents' meeting and whole academy training events.
- 9.) Liaise with internal or external professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers.
- 10.) Supervise and support the work of training and teaching assistants, Jr.trainees / trainee teachers and newly qualified teachers (NQTs).
- 11.) Participate in and organize extracurricular activities, such as outings, social activities and sporting events for academy trainees and students.
- 12.) Undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).
- 13.) Delivering Training and Teaching across a range of qualification types and levels, in day or evening sessions or open access workshops.
- 14.) Develop and assist BD team on PPT's and proposal design.
- 15.) Maintain and upgrade IT / ITES and Telecom sector labs.
- 16.) Laison and coordinate certification process of trainees.

- 17.) Develop products for sports activities and sector activities and out bound / club activities.
- 18.) Maintaining log and monthly report of task / assignments done





## GSA – Staff Allocation of Business and Work

For internal circulation only

| Entity   | Designation | Reporting            |
|--|-------------|----------------------|
| Gopalan Skill Academy /<br>Gopalan Center of<br>Excellence | Principal   | Registrar, MR and AC |

Assist teachers in delivering planned training and education programs and encouraging supportive and inclusive learning environments; assist and support Aboriginal trainees and students; and act as liaison between communities and academy / center.

- 1.) Delivering lectures, seminars and tutorials.
- 2.) Developing and implementing new methods of teaching to reflect changes in trainees and students learning competency.
- 3.) Head designing, preparing and developing teaching materials.
- 4.) Assessing students' coursework.
- 5.) Setting and marking examinations / tests.
- 6.) Supporting students through advisory role.
- 7.) Assist staff to undertake personal academic research projects and actively contributing to the academy / center research profile or curriculum development.
- 8.) Writing up learning and teaching tools and preparing it for internal publication.
- 9.) Supervising students' learning activities.
- 10.) Completing continuous professional development (CPD) and participating in staff training activities.
- 11.) Carrying out administrative tasks related to the department, sessions, time table, staff mapping, trainees performance in tests, enquires such as trainees / student admissions, induction programmes and involvement in committees and boards.
- 12.) Managing and supervising staff - at a senior level this may include the role of head of department.
- 13.) Representing the academy and center at professional conferences, seminars and contributing to these as necessary.
- 14.) Establishing collaborative links outside the academy with institutions, industrial, commercial and public organizations.
- 15.) Delivering Training and Teaching across a range of qualification types and levels, in day or evening sessions or open access workshops.
- 16.) Maintaining log and monthly report of task / assignments done

| Entity                | Designation                     | Reporting            |
|-----------------------|---------------------------------|----------------------|
| Gopalan Skill Academy | Dean - Industrial Collaboration | Registrar, MR and AC |

- 1.) To assist our trainees and candidates in placement, identifies training and development needs within an organization through job analysis, appraisal schemes and regular consultation with business managers and human resources departments of companies.
- 2.) Design and expand training and development programmers based on the needs of the organization and the individual.
- 3.) Work in a team to produce training programmes that are satisfactory to all relevant parties in an organization / company.
- 4.) Consider the costs of planned programmes and keep within budgets as assessing the return on investment of any training or development programme is increasingly important for outreach.
- 5.) Develop effective induction programmes / orientation programmes.
- 6.) Devise individual learning plans.
- 7.) Produce training materials for in-house courses.
- 8.) Manage the delivery of training and development programmes and, in a more senior role, devise a orientation strategy for the trainees mobilization sessions and enrolment of trainees for our academy and center courses.
- 9.) Monitor and review the progress of trainees through questionnaires and discussions with trainers.
- 10.) Ensure that statutory training requirements are met.
- 11.) Evaluate training and development programmes outcome.
- 12.) Amend and revise programmes as necessary, in order to adapt to changes occurring in the work environment / industry requirements.
- 13.) Assist counselors and trainers to solve specific training problems, either on a one-to-one basis or in groups.
- 14.) Keep up to date with developments in training by reading relevant journals, going to meetings and attending relevant courses.
- 15.) Have an understanding of e-learning techniques, and where relevant, be involved in the creation and/or delivery of e-learning packages for academy.
- 16.) Explore new technologies and methodologies in workplace learning and present this tool to trainers and lab associates.

## GSA – Staff Allocation of Business and Work

For internal circulation only

19.) Delivering Training and Teaching across a range of qualification types and levels, in day or evening sessions or open access workshops.

20.) Monitoring and head development of :-

20.A ) Trainer guide

20.B ) Syllabus / Planner

20.C) Session plan

20.D) Assessment guide

20.E) Ready reckoner

20.F) Activities and games

20.G) Flip chart

20.H) Posters

20.I) Morning Energizers

20.J) Cue cards

20.K) Multimedia based AV content.

21.) Organize and head training of trainers ( ToT).

22.) Establishment of PUC tutoring session.



| Entity                       | Designation   | Reporting |
|------------------------------|---|-----------|
| Gopalan Center of Excellence | Senior Placement Officer , Master Trainer and HOD Content Developer | Principal |

- 1.) Supports the training, teaching and learning of trainees and students who may have specific learning requirements or operate in specific learning environments.
- 2.) Supports the trainee with specific needs of English as an additional Language, and communication with parents / guardian and other members of academy communities.
- 3.) Exploring and developing educational programmes and resources for colleges, schools, trainees, families, community groups or visitors to site of academy interest.
- 4.) Promoting training and educational programmes and resources to the target audience through telephonic, SMS's, leaflets, newsletters, websites, and in some cases, social media.
- 5.) Liaising with colleagues, teachers and community groups on the design and delivery of training and educational programmes.
- 6.) Giving talks in colleges, schools or to community groups on club activities and courses products of academy.
- 7.) Training and teaching groups and interpreting the academy products for them on-site by leading guided walks and answering questions in the academy floor.
- 8.) Organizing events and activities to raise awareness of academy portfolio.
- 9.) Training others, such as trainers and teachers, in the use of resources and in delivering training and educational sessions on the trainees batch requirement or capsule.
- 10.) Recruiting, supervising and working with volunteers, Interns.
- 11.) Acting as a point of contact for trainers, teachers, educationalists and colleagues, responding to requests for information on assessment tools, training kit, placement opportunities, content review and up skilling.
- 12.) Generating income for projects through admission activities and continued course / product sales.
- 13.) Evaluating the effectiveness of programmes and submit reports to registrar.
- 14.) Carrying out risk assessments, particularly for outdoor activities and executing promotional activities.
- 15.) Delivering Training and Teaching across a range of qualification types and levels, in day or evening sessions or open access workshops.

16.) Develop :-

16.A ) Trainer guide

16.B ) Syllabus / Planner

16.C) Session plan

16.D) Assessment guide

16.E) Ready reckoner

16.F) Activities and games

16.G) Flip chart

16.H) Posters

16.I) Morning Energizers

16.J) Cue cards

16.K) Multimedia based AV content.

17.) To assist our trainees and candidates in placement, identifies training and development needs within an organization through job analysis, appraisal schemes and regular consultation with business managers and human resources departments of companies.

18.) Headhunting - identifying and approaching suitable candidates who may already be in work or prefer up skilling..

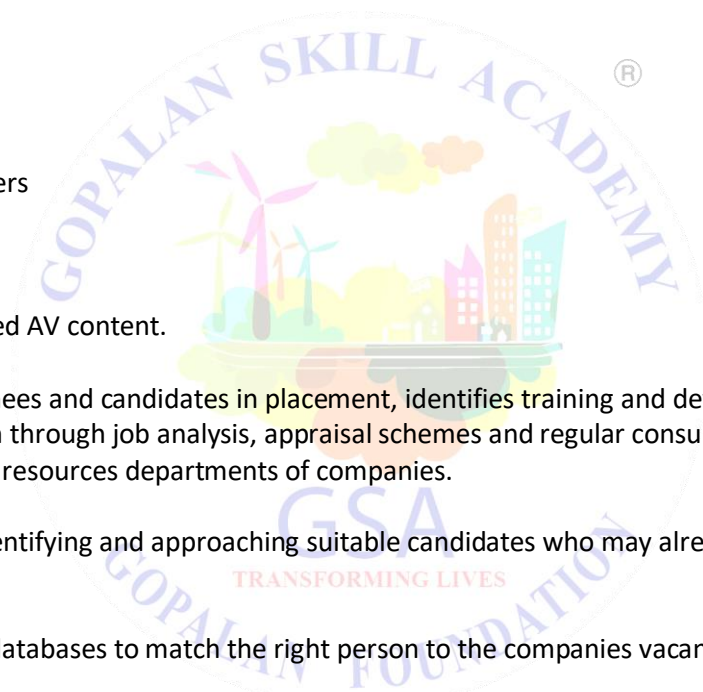
19.) Using candidate databases to match the right person to the companies vacancy.

20.) Receiving and reviewing trainees applications, managing interviews and tests and creating a shortlist of candidates for the companies

21.) Requesting references and checking the suitability of trainees before submitting their details to the companies.

22.) Briefing the candidate about the responsibilities, salary and benefits of the job in question.

23.) Maintaining log and monthly report of task / assignments done



| Entity                       | Designation                                   | Reporting                       |
|------------------------------|---|---------------------------------|
| Gopalan Center of Excellence | Librarian and Special officer- Placement Cell | Dean - Industrial Collaboration |

Placement officer provides a vital link between companies and candidates.

- 1.) Using sales, continued business development, marketing techniques and networking to attract HR requirements from companies.
- 2.) Visiting companies to build and develop relationships, signing of Lol's.
- 3.) Developing a good understanding of companies, their industry, what they do, plus their work culture and environment.
- 4.) Advertising vacancies for GSA trained candidates by drafting and placing adverts in a range of media, for example newspapers, websites, magazines.
- 5.) Using social media to advertise positions, attract candidates and build relationships with candidates and employers.
- 6.) Internal trainees headhunting - identifying and approaching suitable candidates who may already be in work or prefer up skilling.
- 7.) Using candidate databases to match the right person to the companies vacancy.
- 8.) Receiving and reviewing trainees applications, managing interviews and tests and creating a shortlist of candidates for the companies.
- 9.) Requesting references and checking the suitability of trainees before submitting their details to the companies.
- 10.) Briefing the candidate about the responsibilities, salary and benefits of the job in question.
- 11.) Preparing CVs and correspondence to forward to company regarding of suitable trainee.
- 12.) Organizing interviews for candidates as requested by the companies.
- 13.) Informing candidates about the results of their interviews.
- 14.) Negotiating pay and salary rates and finalizing arrangements between company and candidates.
- 15.) Offering advice to both company and candidates on pay rates, training and career progression.
- 16.) Working towards and exceeding targets that may relate to the number of candidates placed or business leads generated post placement.

- 17.) Reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programmes.
- 18.) Create and upload copy and images for the organisation's website.
- 19.) Write and dispatch email marketing campaigns or bulk SMS campaigns.
- 20.) Explore new online media opportunities that may benefit the business including mobile, social media, development of blogs and forums
- 21.) Design website banners and assist with web visuals.
- 22.) Communicate with clients, affiliate networks and affiliate partners.
- 23.) Conduct keyword research and web statistics reporting.
- 24.) Contribute to social media engagement and brand awareness campaigns.
- 25.) Manage the contact database and assist with lead generation activities.
- 26.) Delivering Training and Teaching across a range of qualification types and levels, in day or evening sessions or open access workshops.
- 27.) To assist our trainees and candidates in placement, identifies training and development needs within an organization through job analysis, appraisal schemes and regular consultation with business managers and human resources departments of companies.
- 28.) Maintaining content, test / assessment papers and tools in digital library and physical stock library.
- 29.) Handle auditorium needs and documentary of photographs and videos.
- 30.) Organize annual events as per the approved annual calendar.
- 31.) Maintaining log and monthly report of task / assignments done



## GSA – Staff Allocation of Business and Work

For internal circulation only

| Entity                | Designation                     | Reporting |
|-----------------------|---------------------------------|-----------|
| Gopalan Skill Academy | Section Officer and First Aider | Principal |

- 1.) Provides general clerical and administrative services to support the operations of outreach programs and internal programs.
- 2.) Word processing - Data Typing
- 3.) Learning Lab - audio and languages typing - Lab
- 4.) Draft letter writing
- 5.) Dealing with telephone and email enquiries.
- 6.) Creating and maintaining filing systems.
- 7.) Scheduling and attending meetings, creating agendas and taking minutes.
- 8.) Keeping diaries and arranging appointments.
- 9.) Organizing travel for staff.
- 10.) Using a variety of software packages, such as Microsoft Word, Outlook, Powerpoint, Excel, Access, etc., to produce correspondence and documents and to maintain presentations, records, spreadsheets and databases.
- 11.) Devising and maintaining office systems.
- 12.) Using content management systems to maintain and update websites and internal databases.
- 13.) Managing and maintaining ledgers, as well as invoicing.
- 14.) Liaising with staff in other departments and with external contacts.
- 15.) Ordering and maintaining stationery and equipment.
- 16.) Sorting and distributing incoming post and organizing and sending outgoing post.
- 17.) Organizing and storing paperwork, documents and computer-based information;
- 18.) Photocopying and printing various documents, sometimes on behalf of other colleagues.
- 19.) Recruiting, training and supervising junior staff and delegating work as required.

## GSA – Staff Allocation of Business and Work

For internal circulation only

- 20.) Arranging in-house and external events.
- 21.) Prepare work orders for guest faculty.
- 22.) Monitor basic facilities of drinking water, fire and security log books.
- 23.) Coordinate bank correspondence.
- 24.) Assist indents and auditorium needs.
- 25.) First Aider / First aid center operator and monitoring medical camps.



## GSA – Staff Allocation of Business and Work

For internal circulation only

| Entity                | Designation      | Reporting            |
|-----------------------|------------------|----------------------|
| Gopalan Skill Academy | BD - SEO and SMO | Registrar, MR and AC |

- 1.) Listening to customer requirements and presenting appropriately to make a course sale for institutions.
- 2.) Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
- 3.) Cold calling to arrange meetings with potential customers and propose for new training business opportunities.
- 4.) Responding to incoming email and phone enquiries.
- 5.) Acting as a contact between potential client and its existing and potential training requirement markets.
- 6.) Negotiating the terms of an agreement and closing training proposal sales.
- 7.) Gathering market and customer information on training requirements.
- 8.) Representing our academy at exhibitions, events and demonstrations.
- 9.) Negotiating on training service price, costs, delivery and specifications with customer.
- 10.) Challenging any objections with a view to getting the product introduced / demo session.
- 11.) Advising on forthcoming product developments and discussing special promotions.
- 12.) Creating detailed proposal documents and PPT.
- 13.) Liaising with trainers to check the progress of existing orders.
- 14.) Attending team meetings and sharing best practice with colleague.
- 15.) Delivering Training and Teaching across a range of qualification types and levels, in day or evening sessions or open access workshops.
- 16.) Maintaining log and monthly report of task / assignments done