

ACCREDITATION MANAGER

Applications are invited for the post of Accreditation Manager who will provide administrative support to the Institute to gain and maintain national accreditation (NBA, AIU), national ranking surveys (NIRF, NHRD, Outlook, B-World, B-India) and international accreditations (AMBA, SAQS, AACSB, EQUIS) . The offer is on contractual basis.

Qualification: MBA/PGDM or postgraduate degree in Communications or other relevant field is an advantage. Excellent written and oral communication skills, with the ability to give and receive information effectively using a variety of methods (including report writing and giving presentations) and to communicate with faculty members, staff, students and external agencies as required. Excellent IT skills including Microsoft Office, data entry and web based applications. Must have advanced skills in using Microsoft Excel & Word and be able to consolidate the AOL data and draw meaningful inferences leading to Process improvements.

Must be able to conduct the audits for different programs.

Work Experience: At least 3 years of relevant experience within the academe, particularly in a senior administrative position ensuring quality assurance.

Desirable: Operating knowledge of the accreditation processes, standards and criteria; Experience of interpreting and complying with complex procedures or regulations.

How to apply: Fill up "CV Format" and send to careers@gim.ac.in

Job description and Responsibilities of Accreditation Manager

- Collection, indexing, preparation of documents and organisation of files, ensuring timely availability of all documents both in hard copy and electronically.
- Conduct research into best practice and systems followed in national and international business schools and make recommendations to support the Institute's accreditation process
- Undertake benchmarking, both nationally and internationally to gather information and complete surveys as appropriate to support accreditation activity
- Work with teams within the Institute , such as Programme Chairs, Centre Heads, Finance, HR and Research teams to ensure the timely production of data required to meet the requirements of accreditation criteria.
- Draft accurate and informed written responses to all queries, requirements and recommendations from the Institute's external accreditation bodies, ensuring that deadlines are met.
- Provide progress and project reports and briefings at Faculty Council meetings, and Board of Governors Meetings as appropriate.
- Identify internal processes that do not lead to high quality and accurate data and work with internal teams to make improvements to the Institute's data accuracy and quality; responsible for establishing, developing and maintaining all management processes and systems for co-ordinating accreditation activities in the Institute.

- Provide regular reports to Director, Deans and Faculty Council on accreditation activity, escalating risks and issues with recommendations
- Manage the planning and organisation of Peer Review visits, including co-ordination of attendees for panel meetings, oversee the organisation of travel and hospitality for the external panel members
- Attend conferences and seminars to increase understanding of accreditation and initiate and build key networks with other institutions and organisations.
- Management of the accreditation team.
- Manage the accreditation budget.