



**UNIVERSITY COLLEGE OF ENGINEERING  
BHARATHIDASAN INSTITUTE OF TECHNOLOGY CAMPUS  
ANNA UNIVERSITY, TIRUCHIRAPPALLI – 620 024.**

Lr. No.AUBIT/ED-Cell/FC/ADV/001/2018

Date : 03.12.2018

**Advertisement for the post of Field Coordinator (Temporary Post)**

Applications are invited from suitable candidates for the position of Field Coordinator (Temporary Post) in the IEDP scheme, EDII Chennai for University College of Engineering, BIT Campus, Anna University, Tiruchirappalli, EDII Hub. The applicants should have the following knowledge and qualifications.

Name of the Post	Essential Qualifications	Desirable Experience	Salary per month (Consolidated)	Tenure	Number of Vacancies
Field Coordinator	B.E/B.Tech &M.E/M.Tech Or B.E/B.Tech & MBA	Minimum 3 years in industry / Institution (Training and Development of students in Educational Institutions are preferable)	Rs. 20,000/-	1 year	1

The duly filled application in the prescribed format along with copy of degree and other certificates to be sent to the following address **on or before 15.12.2018, 05.00 p.m.** **Late submission of application will be rejected.**

The Dean  
University College of Engineering  
Anna University  
BIT Campus  
Tiruchirappalli - 620 024.

Note:

1. No TA/DA will be paid for attending the interview to be conducted in Anna University, Chennai.
2. The Date and Time of the interview for shortlisted candidates will be intimated through E-mail only.
3. The applicant will be responsible for the authenticity of information and other documents submitted
4. The working experience in reputed institution/ private ltd./Public ltd., will only considered as professional experience.

**APPLICATION FOR THE POST OF FIELD CO-ORDINATOR-EDI (TEMPORARY)**

1	Name (in Block Letter):		Affix Passport size photo																																																	
2	Address for communication:																																																			
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9	Educational Qualification (s): Start from the most recent degree and list up to SSLC																																																			
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11	Additional Information if any																																																			

Date:

Place:

Signature of the Applicant

Documents to be attached

1. Community certificate
2. Educational qualification Certificates
3. Experience certificate.
4. Any other relevant documents

## Qualifications and Job Description for Field Coordinators

1. Name of the post : Field Coordinator
2. No of posts : 1 @ each Hub
3. Education & other qualification:
  - a. Education: Master's Degree in any stream with business management expertise
  - b. Experience: 2-5 years of experience in a Project Management role with a proven track record of on-ground Project and Channel Management and Business development. With at least 2 years in the education/start up industry
  - c. Desirable profile:

The candidate should have demonstrated ability to action-orientation & hands on approach. It is expected that an ideal candidate has a good understanding of the education industry and areas of entrepreneurship development and training with a thorough understanding of the start up ecosystem. Excellent customer service and networking skills and an analytical bent of mind is desirable. The candidate should be a strong team leader as well as a team player with excellent interpersonal and communication skills.

### **Role**

The Field Coordinator will ensure the smooth implementation of the project. He/she will be responsible for the on-ground implementation of the scheme at the Colleges through the network of Nodal Hubs. Specific responsibilities include,

- Oversee deployment of programs in specific regions
- Responsible for the Nodal hub's development & training
- Monitor and measure program effectiveness and provide feedback
- Track effectiveness of the programs, develop dashboards and performance reports on a monthly, quarterly and annual basis
- Responsible to deliver outcomes from the given region
- Relationship management and interfacing with different stakeholders including partners, colleges, Govt. and other organizations
- Develop and execute project implementation roadmap, including policies and strategies
- Develop annual operating plan/s including monthly, quarterly and annual deliverables and outcomes for the nodal teams
- Ensure training and course corrections for the success of team members
- Establish sound working relationships and cooperative arrangements with the hubs, institutes, community groups and organizations
- Represent the Organization at appropriate platforms and vis-à-vis relevant stakeholders

### **Job duties:**

#### **a) Outcomes**

- Own & deliver outcomes from respective regions including ventures created and Jobs created
- Coordinate with the nodal hubs to measure & track impact
-

**b) Hubs development**

- Responsible for developing and managing the assigned Nodal Hubs & other partner Organizations in the region
- Facilitate access to different resources from within and outside the organization
- Facilitate the capacity development of Nodal hubs
- Initiate and lead collaborations, networking & training programs on ground
- Engage with entrepreneurship organizations, incubators and other support organizations
- Provide timely feedback and relevant information regarding market needs to the Product Development team
- Oversee deployment of all training programs in the respective region

**c) Grow Network& Resources**

- Develop and engage the relevant stakeholders including institution heads, faculty, mentors, investors, incubator managers and experts
- Facilitating networking and connections between stakeholders
- Document best practices, impact and share market information

4. Reporting to: PMO-IEDP through Hub Coordinators