**FACULTY OF COMMUNICATION SKILLS – PEOPLE’S UNIVERSITY**

***Duties and responsibilities***

* Coordinating with the Professors to handle various departmental duties & university related work.
* Coordinating the Admission activities.
* Offering academic support and advice to students.
* Preparing lesson plans and assigning project topics.
* Researching and contributing articles in academic journals.
* Attending various educational conferences, seminars, and events.
* Delivering guest lectures and presentations as and when required.
* Teaching students and encouraging interactive classroom sessions.
* Attending faculty meetings and offerings suggestions in the same.
* Preparing proposals and applying for research funding.
* Addressing students' questions and queries.
* Assisting in organizing recruitment programs and campus interviews.

***Desired Candidate Profile***

* An MA or PhD in English, or related field and at least 2-5 years of experience in academics.
* English-Communications and soft skills.

***Contact***

* Interested candidates can send their resumes to ***garima.hr@peoplesuniversity.edu.in*** and cc to ***director.hr@peoplesuniversity.edu.in*** and for any clarification candidate can call 0755 – 4005026/5059/5063.