

# **Shivaji University, Kolhapur**

## **Skill Development Officer**

**Job Purpose:** To deliver high quality training & counselling with respect top skills inculcation amongst students and to arrange skilling program for participants, participate in outreach / student mobilization activities & be responsible for some centre management activities. To attend the duties entrusted by coordinator Centre for Skill Development and Entrepreneurship from time to time.

### **Job Responsibilities:**

- Impart high Quality training in alignment with the course structure and content.
- Identification of less competent participants and early redressal / counselling.
- Anchor the Assembly (record, upload, report & update to centre) coordinate with other stakeholders.
- Participate and facilitate all the skill mobilization drives
- Daily follow up calls of leads generated by coordinator Centre for skills Development and Entrepreneurship
- Conduct Alumni visits.
- Effectively coordinate placement with Placement Officer.
- Support local PR and involve in volunteers engagement.
- Ensure active Social Participation by all.

### **Candidate Requirements:**

#### **Qualification Requirements:**

- Good Academic record with 55% Marks at PG level and minimum 2(two) years experience skill sets may be considered.
- Computer knowledge – MS Office, Power point, social Media users preferred
- Fluent in English Communication and soft skills.

#### **Desirable:**

- Knowledge of NSQF, NOS, QPS
- Ability to communicate confidently, clearly, coherently and with English/Marathi fluency.
- Enthusiastic, Hardworking, well-disciplined, Energetic & willing to stretch.
- Active Listener and team player.
- Excellent interpersonal communication skills.
- Ability to articulate thoughts and ideas in English.

Sd/-

**Dr. V.N.Shinde,**  
**Registrar**