

Academic Executive – Job Description

Job Details:

Work Days: Monday to Friday (Onsite)

Timings:

Female: 9:30 AM to 6:00 PM

Male: 11:30 AM to 8:00 PM

Job Summary:

The Academic Executive will play a crucial role in supporting the academic activities of the organization, primarily focusing on the Moodle learning platform, managing learner progress, and ensuring high academic standards. The role involves creating and tracking lesson plans, monitoring assignments, and providing feedback on Turnitin, as well as reaching out to learners for academic follow-ups and ensuring their success.

Key Responsibilities:

1. Moodle Platform Management:

- Administer and manage the Moodle learning management system, ensuring courses, content, and learner progress are up-to-date.
- Assist in uploading course materials and resources to Moodle as required.
- Monitor learner activity and participation within the Moodle platform.

2. Tracking and Reporting:

- Use **Google Spreadsheets** to create and maintain tracking systems for lesson plans, Individual Learning Plans (ILPs), and learner progress.
- Develop reports to track the performance of learners and identify areas of improvement or intervention.

3. Assignment Review and Feedback:

- Review learner assignments submitted via Turnitin, ensuring originality and adherence to academic standards.
- Provide constructive and timely feedback on assignments to learners to promote academic growth.
- Ensure that all assignments are checked for plagiarism and provide clear and actionable recommendations for improvement.

4. Learner Communication and Support:

- Proactively contact learners regarding assignment submissions, ensuring they meet deadlines.
- Follow up with learners who have low attendance or engagement, offering support and creating action plans for improvement.

- Collaborate with learners to develop tailored action plans to improve academic performance.

5. Administrative Support:

- Support academic team members with administrative tasks related to course management, grading, and learner support.
- Assist in developing and refining academic processes to ensure they are efficient and aligned with the company's objectives.

Qualifications and Skills:

- Bachelor's degree in Education, Business Administration, or a related field. (A Master's degree is a plus)
- Fresh Graduates will be considered but preference will be given to those having experience in academic support, teaching, or educational administration.
- Familiarity with **Moodle** and other learning management systems (LMS).
- Strong proficiency in **Google Spreadsheets** for tracking, data management, and reporting.
- Experience with **Turnitin** or similar plagiarism detection software.
- Excellent written and verbal communication skills, with the ability to provide constructive feedback.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Ability to manage time efficiently and prioritize tasks effectively.

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Consult will endeavor to contact shortlisted candidates within 14 days of the application deadline. If you do not receive any communication within this period, please consider your application unsuccessful on this occasion.