

Job Advertisement: Academic Coordinator

Institution: Centre for Human Genetics, Electronic city phase 1, Bengaluru 560100

Positions Available: 1

Emoluments: Rs 1,00,000/-

About Us:

The Centre for Human Genetics is a leading educational institute engaged in advanced research, training in human genetics & genomics especially in the area of rare diseases. We are looking for a dynamic and experienced professional to join our team as an Academic Coordinator for the Master's program in Human Disease Genetics.

Job Responsibilities:

- **Academic coordination and planning:** Support in, admission processes, course scheduling, classroom management, teaching resources, all practical courses. Readiness in conduct of semester examinations and evaluations, liaison with Bangalore University.
- **Student Support:** as primary point of contact for MSc students, addressing queries regarding academic progress, examinations and results.
- **Faculty Liaison:** Coordinate with faculty members to ensure consistency in instruction.
- **Documentation & Compliance:** Maintain up-to-date student records, internal assessments, and all academic documentation.

Job Requirements:

- **Qualification:** PhD in any discipline of Biological Sciences from a recognized university, retired academicians may also apply.
- **Experience:** ~2 years in teaching / training personnel for laboratory skill development.
- **Skills:** Good organizational, communication, and interpersonal skills.
- **Attributes:** Ability to handle multiple tasks and problem-solving attitude.

- **How to Apply:**

Interested candidates are invited to send their resume with a cover letter to, registrar@chg.res.in with the subject line "**Application for** Academic Coordinator - by March 10th, 2026.