



## JOB OFFER

<b>Job Title:</b>	<b>Pedagogical Coordinator</b>	<b>Job Category:</b>	Administration, Public Relation
<b>Duration</b>	1 year (3-month trial)	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>			

### About the Alliance Française de Bangalore

The Alliance Française de Bangalore was set up in 1970 to teach the French language and promote cultural exchange between India and France. It welcomes 3,000 students every year.

Offering both offline and online French courses, the Alliance Française de Bangalore and its branch in Manipal, have learning methods adapted to all age groups, and also helps prepare for official DELF & DALF certifications. Thanks to its pedagogical team, experienced in the business world, the Alliance Française de Bangalore provides companies with French language courses on specific objectives.

### Pedagogical Coordinator, work environment

The Pedagogical Coordinator works under the responsibility of the Executive Committee, the Director and the Course Director of AFB. He/she implements the guidelines given by the course department.

- Training period will start from June 15th.
- Employment contract starting date: 1st July 2023.
- Working hours: Monday-Friday, 9.30am-5.30pm + Saturday 9.30-1.15pm
- Salary: in accordance with the candidate's qualifications & prior work experience.
- Leaves: 30 days off/year (casual leaves, public holidays and sick leaves included)

On a day-to-day basis, you work closely with the director of AF, the Director of Pedagogy, the reception team (2 front office staff + 1 accountant) and the HR/admin.

The pedagogical team is composed of 30 teachers with whom you are in regular contact.

## Skills and qualifications

- Level of French preferred: B1 minimum
- Education: a BBA, a B.ED or any other degree in culture, marketing, communication and management is appreciated.
- Essential skills: excellent communication in English (written and spoken) and in French, organisational skills, patience and perseverance, honesty and transparency. The ideal candidate should have an interest in the French language and culture, education and communication marketing. A previous experience in an educational establishment would be an advantage.

## Your main missions will be as follows:

### **I) CLASS & REGISTRATION MANAGEMENT:**

- Management of current operations on AEC (the AFB courses' management software): creation of classes for the term and assignment of classes to teachers, change of classes, monitoring of attendance, transfers, possible modification of the class schedule.
- Communication of class information to students, teachers and the reception team.
- Management of transfers and credit notes for students.
- Validation of course or exam reimbursements and submission to the administration.
- Informing students of any development (cancellation or postponement of courses).
- Assisting students in solving general class problems.

### **II) PRIVATE LESSONS**

Organisation and follow-up of private lessons.

### **III) Corporate COURSES:**

- Sending books to companies.
- Communication on the DELF-DALF.
- Follow-up of invoices with the accounting department.
- Communication and regular follow-up of the classes with the corporate clients and the teachers

#### **IV) TEACHERS' SALARIES:**

- Processing of teachers' salaries: collection and verification of invoices, establishment and transmission of the salary statement to the administration, and follow-up.

#### **V) DELF - DALF - TCF EXAMS:**

##### **DELF-DALF**

- Processing on the dedicated GAEL software: entry of candidate registrations, management of exam rooms, editing of the exam schedule, sending of invitations and certificates to candidates, communication with examiners, entry of marks, printing and display of results.
- Communication of information to the reception team.
- Logistics: photocopying of subjects and preparation of envelopes by type of exam, ordering supplies, preparing exam rooms.
- Supervision: participation in the supervision of collective tests and the management of exam preparation rooms.

##### **TCF CANADA**

- Logistics: preparation of examination rooms.
- Supervision: participation in the supervision of collective tests

#### **VI) COMMUNICATION:**

- Update of the AFB website.
- Animation of the social networks of AF Bangalore (Facebook, Instagram): posts of information mainly on courses and sometimes on cultural events; dealing with questions from Internet users.
- Participation in the preparation of the AFB Newsletter

#### **VII) BOOK STOCK MANAGEMENT:**

- Monitoring the stock of books
- Establishment of purchase orders and transmission of orders to suppliers.

#### **To apply:**

CV and cover letter to be sent to :

[[president.bangalore@afindia.org](mailto:president.bangalore@afindia.org) ], [[director.afbangalore@afindia.org](mailto:director.afbangalore@afindia.org)], in cc  
[[admindir.blr@afindia.org](mailto:admindir.blr@afindia.org) ]

Important:

- Please note that only shortlisted candidates will be contacted
- Remuneration will be in accordance with the candidate's qualifications & prior work experience