Advertisement for the Post of

Coordinator (Media and Documentation)

Nature of Appointment

The appointment will be on a contractual basis for an initial period of one year, which may be extended based on performance and institutional requirements.

Key Responsibilities

1. Documentation of Institutional Activities: Systematically document all academic, extension, and institutional events and supporting the documentation requirements of the Internal Quality Assurance Cell (IQAC).
2. Design and Communication Materials: Develop and design institutional communication materials such as Annual Reports, brochures, posters, newsletters, calendars, and other publicity materials.
3. Journal Production and DTP Work: Manage the desktop publishing (DTP) and production process of the in-house academic journal "Perspectives in Social Work".
4. Audio-Visual Support for Teaching-Learning: Provide audio-visual and multimedia support for academic activities to enhance the teaching-learning process.
5. Maintenance of ICT Infrastructure: Assist in maintaining campus-wide teaching-learning infrastructure, including smartboards, projectors, etc.
6. Support for MOOCs and Digital Learning: Support the academic team in development of MOOCs and e-learning courses by facilitating multimedia production, video recording, and digital content creation in alignment with NEP 2020.
7. Digital Tools for Academic Administration: Develop and/or utilize software applications for collection and analysis of feedback from multiple stakeholders and create dashboards for monitoring and dissemination of Outcome Based Education
8. Other Responsibilities: Undertake any other duties assigned by the Principal/Administrator from time to time in the interest of the institution.

Essential Qualifications and Skills

- Bachelor's or Master's Degree in Computer Application/ Information Technology/ Computer Science or related fields.
- Proficiency in graphic design, multimedia editing, and documentation tools.
- Working knowledge of video editing, photography, DTP software, and digital content creation.
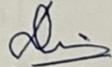- Familiarity with educational technology, MOOCs development, and ICT tools.

Application Process

Interested candidates are requested to submit their detailed CV along with supporting documents to the Principal, College of Social Work, Nirmala Niketan, Mumbai, via email at cswnnprincipal@gmail.com and cswnnofficial@gmail.com by 31st March 2026. Only shortlisted candidates will be called for an interview.

Date: 12th March 2026

Place: Mumbai

Principal

College of Social Work