

The Job Description of Province Coordinator for JHEASA.

1. He conducts half yearly meeting of commission members to appraise them of the latest developments in each college or institute.
2. He, according to the situations in the department of Higher Education, assists the Secretary, Principal and Provincial, the steps to be taken to get necessary sanctions or permissions or exceptions as a Christian Minority Institution from the respective educational agencies.
3. He helps in conducting interviews for selection of teaching and non-teaching staff and submits the selection list to Fr. Provincial for his approval and then sends it to the respective college Rector, Secretary & Principal for appointing them.
4. He organizes in Consultation with the Secretary and Principal, orientation training programme on Jesuit Vision and way of teaching, learning, evaluation and consultancy and extension for teaching staff.
5. He assists Fr. Provincial in all matters related to Higher Educational apostolate in the province such as requirements of Jesuits Personnel, opening of new institutes, departments or closing or phasing them out.
6. He informs JHEASA Secretary the activities, developments and plans of Province Educational apostolates.
7. He is in touch with Xavier Board, AIACHE & other relevant organizations.
8. He attends the Coordinators and superiors meetings at the province level.
9. He is an ex-officio member of all Governing Body of all Higher Educational Institutes of the Province.
10. He convenes the Annual General Body Meeting of Province Higher Education.
11. He presents his budget to Fr. Provincial and obtains his approval and submits annual statement of accounts, after submitting it in the Annual General Body Meeting.
12. He provides legal assistance, and opinion of educational experts according to the need of each institution.
13. He updates himself with the latest developments on Jesuit perspectives on higher education.
14. He strives to impart Jesuit ethos to the staff of Jesuit Colleges.
15. He educates himself on Jesuit spirituality and promote it in the campus.
16. He imbibes the culture of 'reconciliation & justice' and initiate it in the college.