

Academic Coordinator – Hands On Advanced Medical & Surgical Skills Training Centre

Location: Naupada, Thane

Position Summary

The Academic Coordinator will be responsible for coordinating and overseeing the academic activities, training programs, and learner experience at the Medical Simulation & Skill Lab Centre. The role requires an organized, proactive, and professional individual who can ensure smooth coordination of courses, faculty, simulation sessions, assessments, and academic documentation. Attention to course details and academic expertise is highly important.

The candidate will work closely with the Medical director, faculty, instructors, the Administrative Head, and the Executive Officer to maintain high-quality training standards and support the academic vision of the centre.

This role is essential in ensuring effective delivery of simulation-based education and healthcare training programs in alignment with institutional and accreditation standards.

Key Roles & Responsibilities

- Coordinate and manage academic schedules, training programs, workshops, and simulation sessions
- Support faculty and instructors in course planning, assessments, learner communication, and training logistics
- Ensure readiness of training materials, simulation scenarios, mannequins, and teaching resources before sessions
- Maintain academic records, attendance, assessments, certifications, and accreditation-related documentation
- Coordinate with the Administrative Head and Executive Officer regarding academic planning and operational requirements
- Support partnerships and communication with hospitals, colleges, faculty, and external training participants

- Promote a professional, learner-focused, and collaborative academic environment within the centre
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Required Skills & Competencies

- Strong academic coordination and organizational skills
 - Excellent communication and interpersonal abilities
 - Professional, respectful, and responsible attitude
 - Ability to coordinate multiple training programs and schedules efficiently
 - Good documentation and reporting practices
 - Ability to work effectively with multidisciplinary healthcare teams
 - Strong attention to detail and learner engagement
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Preferred Qualifications & Experience

- Background in:
 - Nursing
 - Allied Health Sciences
 - Medical Education
 - Healthcare Training or Administration
 - Prior experience in:
 - Medical education institutions
 - Simulation centres or skill labs
 - Hospital training departments
 - Academic coordination roles
 - Fluent in English and Hindi
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Application Procedure

If you see yourself in this role and are passionate about contributing to a growing Medical Simulation & Skill Lab Centre, we would love to hear from you.

Please send your updated resume/CV to:

Kindly mark a copy to:

Last date for applications: 30th May 2026.