



## **Job Description for Program Associate**

### **About LINC Education**

LINC Education ([www.linceducation.com](http://www.linceducation.com)), based in Singapore, Australia and India, is an online education company working with universities around the world to deliver a high-quality online learning experience to students. LINC has delivered online courses to nearly 10,000 students in partnership with multiple universities in the last 4 years. We use a pool of over 250 educators across Australia, UK and India and our proprietary technology to provide personalised learning experiences to students.

LINC Education is founded by seasoned professionals coming from an IIT / IIM / ISB background and with 30 years of combined education sector experience. The company is well funded by global education and technology investors and offers a unique opportunity to young, enthusiastic individuals looking to join the founding team on a remarkable journey.

### **Business Overview**

LINC Education works with universities and colleges from Australia, the US, Europe, and Southeast Asia to deliver online degree programs. LINC provides high touch, proactive 1-1 teaching to students at partner universities that significantly improve completion rates. LINC also designs and develops customised learning content for its university partners to global quality specifications. Additionally, in 2020, the company developed an innovative learning concept to create online feeder programs for international universities, thus helping Indian students study at these universities.

### **Why join LINC?**

LINC is an innovator in the online education space and we pride ourselves on providing a challenging and exciting environment for individuals looking to make a difference. As part of a growing start-up, you will get the opportunity to learn, develop and expand your professional skills alongside an experienced leadership team. At the same time, we value our collegial, small-team environment which offers a balance of flexibility, ownership and accountability.

So if you are a smart, nice individual who wants to be a part of a thriving young start-up, LINC is the best place to start.

### **Role: Program Associate**

LINC Education is seeking a young and talented professional for a full-time position, to assist our operations team with program delivery. LINC takes an extremely data-driven approach to managing our team of LINC Fellows (academic professionals) using a number of technology



tools. This is a unique opportunity to become a part of a fast-growing professional education company that is developing a truly differentiated solution for delivering high-quality online education to students around the world.

The Program Associate will work with the Operations team to provide support with data management, analytics, and teacher communication. The role will cover the following key areas

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1. Support the Program Manager to manage the LINC database and execute related daily activities, such as i) Student data acquisition, ii) Data manipulation/cleaning as per set protocols, and iii) Updation of internal database
2. Analysis and report generation for University clients / internal purposes
3. Coordinate with the Program Managers on activities related to teacher communication, program delivery, and client support.
4. Work with the Operations team for any other data management and analysis tasks

The Program Associate will report directly to the Head of Program Operations.

What are we looking for?

1. Qualification and Experience: Undergraduate degree in a quantitative field (Engineering/Science/Statistics) with 1-3 years of professional experience.
2. Analytical Capability: It is important you are sharp with numbers and willing to get your hands dirty with data and analysis. Ideal candidates would have prior experience working with MS Excel and Tableau / Data Studio.
3. Entrepreneurial: In a startup environment, you need to be resourceful, creative and ready to handle the unknown. It is important that you are able to work in a fast-paced environment, think on your feet and go beyond your immediate scope of work.
4. Driven: An ambition to significantly enhance your skills and experiences while creating a new way of delivering quality education to global audiences.
5. Communication: The candidate should be able to communicate fluently
6. Nice: As the term suggests. Nice.

Location: Vikhroli, Mumbai

Timing: ASAP

Next Steps: Interested applicants should send their resumes specifying their work experience, education qualifications (including grade achieved), achievements and a covering letter to [contact@linceducation.com](mailto:contact@linceducation.com) with the subject "Application for Program Associate".