

Advertisement for the Contractual Position of Wellness Coordinator

Position Title:	Wellness Coordinator
Number of Positions:	Two (02)
Gender Requirement:	Open to all eligible candidates
Nature of Appointment:	Contractual
Term of Appointment:	11 months and extendable based on performance
Reporting To:	Dean, Students' Affairs under the Functional Supervision of Chairperson, Students' Welfare Board

About the Role:

- ✦ The Wellness Coordinator will play a critical role in promoting mental health and student well-being on campus. The position involves crisis response, coordination of counselling services, preventive interventions, and student engagement initiatives.

Key Responsibilities: Job Description / Scope of Work

The Wellness Coordinator will be responsible for the following responsibilities:

- ✦ Serve as the first point of contact during emotional or mental health emergencies by providing immediate psychological first aid and crisis counselling, while ensuring timely escalation and response coordination
- ✦ Coordinate with the Student Affairs Office, faculty members, hostels, wardens, caretakers, welfare team of the hostel and institute, and security personnel to support students and facilitate access to emergency services.
- ✦ Coordinate with psychologists, psychiatrists, doctors, and wardens for managing critical cases
- ✦ Provide immediate psychological and supportive intervention, facilitate referrals, and coordinate access to professional counselling services, ensuring that students receive timely assistance until professional follow-up is arranged.
- ✦ Monitor critical cases through regular follow-ups and coordinate with counsellors to ensure continuity of care and student well-being.
- ✦ Coordinate deployment of counsellors across hostels, as required, including maintaining rosters, attendance, and schedules.
- ✦ Track engagement metrics and maintain reports on:
 - Utilization of counselling services
 - Sessions conducted
 - Wellness events and outreach activities
- ✦ Assist in planning and execution of wellness campaigns, workshops, and campus mental health initiatives
- ✦ Facilitate monthly review meetings, collect feedback from students and counsellors, and support continuous improvement
- ✦ Maintain strict confidentiality of student information and counselling records in accordance with professional ethics and institutional policies which shall not be disclosed even after cessation of service.
- ✦ Collaborate with student representatives, the students' welfare board, for outreach through posters, digital platforms, and in-hostel activities
- ✦ Strengthen coordination between academics and counselling services by proactively reaching out to students identified through:
 - Academic difficulties

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- Faculty or staff referrals
- Assessments or self-referrals
- ✚ Carry out any other duties related to student welfare and wellness as assigned by the competent authority
- ✚ Provide any other coordination support requested by the General Secretary, Students' Welfare Board, the Counselling Team, or the Saathi Team, related to student well-being and mental health initiatives.

Eligibility Criteria:

Qualifications:

- ✚ Minimum qualification: Bachelor's degree in Psychology
- ✚ Preferred: Master's degree in Psychology / Clinical Psychology / Counselling Psychology or related field

Experience:

- ✚ Minimum 3 years of relevant experience in: Counselling services, or Mental health support, student wellness, or Clinical/ institutional psychology settings
- ✚ Experience in educational institutions will be an added advantage.

Skills & Competencies:

- ✚ Strong interpersonal and communication skills
- ✚ Crisis management and decision-making ability
- ✚ High emotional intelligence and empathy
- ✚ Organizational and coordination skills
- ✚ Working knowledge of document handling, including MS Excel / Google Sheets, and basic data management tools for maintaining reports and service data

Working Conditions:

- ✚ Shift-based role:
 - 9:00 AM to 6:00 PM or 5:00 PM to 2:00 AM
- ✚ 5-day work week with flexible weekly offs. No leave shall be granted separately. However, compensatory leave will be granted if wellness coordinators are required to work on weekends due to service exigencies.
- ✚ Must be available on-call for emergencies
- ✚ The selected candidate must be willing to reside on the Institute campus, whenever required, in the interest of student welfare and as determined by the Institute. No accommodation charges shall be levied.
- ✚ If required to work on weekends, compensatory time off may be taken on a weekday

Compensation & Benefits:

- ✚ Salary Range: ₹ 55,000 per month (consolidated remuneration fixed)
- ✚ This is purely contractual employment and shall not confer any claim for regular appointment, absorption or continuation.
- ✚ Either party may terminate the contract by giving one month's notice or salary in lieu thereof.

Application process: (How to apply)

Interested candidates are requested to submit the following documents:

- ✓ Updated Curriculum Vitae (CV)
- ✓ Cover Letter clearly outlining relevant qualifications, experience, and suitability for the position

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- ✓ Eligibility Criteria Certificate(s) (PDF format)
- ✓ Experience Certificate(s) (PDF format)
- ✓ Any other supporting and relevant documents

Note: Original documents must be produced for verification at the time of the interview.

Application Deadline

Last Date for Submission: **27 July 2026 (Monday)**

Submission Email IDs

Please send your application to **both** of the following email addresses:

- ✉ saoff@iitg.ac.in
- ✉ chrwb1@iitg.ac.in

Email Subject Line

Use the following subject line exactly:

Application for the Position (Contractual) of Wellness Coordinator

Important Instructions:

- ✚ Mere fulfillment of the eligibility criteria does not guarantee selection.
- ✚ Canvassing in any form shall be treated as a disqualification.
- ✚ Selection may consist of skill assessment and an interview.
- ✚ **The interview will be conducted within one week after the application submission deadline. (Tentatively)**
- ✚ The Institute reserves the right to cancel, modify, postpone, or withdraw the advertisement at any stage without assigning any reason.
- ✚ The Decision of the Selection Committee shall be final in all cases.
- ✚ Any dispute arising from this recruitment process shall be subject to the jurisdiction of the competent courts at Guwahati, Assam

**Joint Registrar & HoS
(Students' Affairs)**