



Job Description of Placement Manager / Placement Executive

Job Summary:

To obtain employment and experiential opportunities in business, industry, academia for students in all programs of the college. To counsel, prepare and enhance hiring potential of students, new graduates into the job market. To assist in the internships and placement of students.

Educational Qualification: Post-graduate in any stream.

Responsibilities:

Placements & Internships

- a) To ensure that the pre-placement offers are instituted and systemized by increasing the PPO highest package and PPO Companies
- b) To improve the quality of placements in terms of job opportunities, quality of companies that visit the campus and increase the average salaries year on year
- c) Responsible for organizing summer and winter internships in companies that are most likely to offer conversion into final placements, as much as possible.
- d) To collect the job announcement/description - requirements, job details, and specifications from the representatives of each interested organization and share the same with the students - in a timely manner.

Corporate relationship & coordination

- a) Key task is to bring in new clientele and manage relationships with existing corporate clients
- b) To correspond to prospective companies and invite for campus interview/online interview
- c) Support placement logistics, such as traveling, accommodation, etc.
- d) Follow up hiring steps to receive placement confirmation, joining date, offer letter, etc.
- e) Track all placements either through software or systemized methods
- f) To share the data base of eligible aspirants to the prospective companies based on the stipulated criteria
- g) To arrange for interview facilities at the campus (Auditorium, Labs, and Interview rooms).
- h) Sharing industry feedback, trends, and expectations with students and leadership



Career Guidance

- a) Counsel students regularly to ensure job acceptance rate increases
- b) Advocate students as and when required to ensure their expectations and skills level match the jobs available in the market
- c) Guide students for successful result at the interview, before the interview process starts
- d) Participate in various student assessments with trainers to evaluate the student for potential placements
- e) To assist students from Interview to on-boarding, complete student career cycle.
- f) Provide information, advice, and guidance to students through various media, such as individual meetings, group sessions, email, etc.
- g) Collaborate with the Student Placement Committee in consultation with the Heads of the Department & Deans

Training & skill development

- a) Should organize seminars and pep talks by inviting Industry Veterans.
- b) Planning, monitoring, and execution of Skill Training for various Schools
- c) Arrange Industry Visits, Guest Lectures and On Job Training for the students' community
- d) To arrange skill development training for students such as soft skills, communication, interview skill, mock interviews, interpersonal skill etc.
- e) Design and deliver training for students in consultation with the Leadership

General management

- a) To achieve individual targets assigned for the annual recruitment process, summer internships and live projects. Support and coordinate with other team members wherever required.
- b) To plan and engage with corporates for strategic activities including guest lectures, panel discussions, conclaves, workshops, competitions, etc.
- c) To work with key stakeholders including Alumni, Faculty, Administration, Marketing & Admissions teams to achieve both career services and larger University objectives.
- d) To assist the publication of the department's periodic newsletter
- e) Develop innovative ways to attract different industry

Other attributes:

1. Excellent interpersonal skills and communication skills
2. High Integrity
3. 24/7 availability for important projects
4. Knowledge of Industry demographics will be an added advantage
5. Adopt in using MS suites with proficiency in MS Excel
6. Ability to handle requirements of Engineering, Commerce, Management, Sciences, Humanities and Legal studies
7. Willingness to travel as per professional requirements.