

Job Description

Job Title : Executive / Assistant Manager - Placements **Job Location** : Patiala
Position Reports To : Head – Center for Industrial Liaison & Placement

Main Purpose

The position focuses on providing counseling and assistance concerning career decisions leading to planning and execution of various placement processes of the Institute across multiple companies round the year. Manage the Institute placements as it assists all students in the development of their careers - career identification and search, and pursuit of employment opportunities commensurate with formal academic pursuits. Continually expand the recruiting company base and scope of services to ensure provision of the widest array of services possible to the broadest mix of academic and corporate clients. Responsible for placements of Institute’s graduating students and support internships across programs and branches.

Qualification	MBA/PGDM or equivalent with excellent academic track record
Experience	<ul style="list-style-type: none"> • Industry experience of at least 1 year to understand how industry organizations function • Demonstrated excellence in Placements & Internships for at least 3 years at the University level having handled multiple programs and branches • Excellent command in MS-Office applications especially MS-Excel • Hands-on in technology & able to use technology as a tool in day-to-day functioning
Competency	<ul style="list-style-type: none"> • Thorough understanding of & commitment to the goals and responsibilities of the centralized placements • Nationwide professional contacts, pre-nurtured relationships in both the university and employment sectors • Strong written and verbal communication skills. • Effective organizational and management skills. • Demonstrated public relations/marketing abilities to be used on behalf of the university as a whole and placements specifically

Specific Accountability & Job Responsibility

- Serves as the primary liaison between the Institute, its students, and potential employers on state, regional, national and international scale
- Supports planning and management for placements, including all operational matters
- Serves as adviser & interfaces with representatives of industrial, governmental, & educational employers
- Develops new contacts with external organizations for the purpose of expanding employment opportunities for students and wider industry engagement
- Reviews & supervises the recruitment & interviewing processes as well as resume referral & job-listing services for current students. Coordinates and supervises industry engagement and career workshops, seminars & conferences
- Closely coordinates communication with Deans, Department Heads and other faculty to ensure that the placement department is meeting the needs and desires of the academic colleges and departments, within the limitations imposed by the size of the staff and financial support provided by the Institute
- Constantly monitors, analyzes & evaluates current scope of services offered through placement plans, implements & directs new programs under the supervision of Head-CILP & in coordination with other HoDs
- Provides career advising expertise to students regarding the job-search process, interviewing, resume and all other facets of career planning. Conducts workshops, seminars, and other presentations to student, faculty, employers etc.

Self-Management

- Self-motivated individual who can work seamlessly with all existing team colleagues and all stakeholders (internal & external) with effortless ease
- Confident, assertive and persuasive with excellent oral and written communication skills
- Able to work well under pressure & beyond official timelines as may be required for the placement process

Knowledge, Skills & Experience

- Ability to work in and across teams
- Excellent relationship management skills with Institute's internal & industry's external stakeholders with abilities to identify and implement synergies
- Strong and confident negotiator with the ability to negotiate higher salaries from existing recruiters and identify and invite new recruiters on premium salaries for Institute students
- Excellent critical thinking, analytical and problem-solving abilities
- Results orientated with ability to plan placements & support internships as per the Institute's calendar & timelines
- Must have strong interpersonal and influencing skills to work collaboratively with top/senior company leadership including Business Heads and HR leaders and other company professionals in leadership positions
- Must be hands-on in written & oral communication skills to interface with both external & internal stakeholders with complete ease
- Remains calm under pressure; handles emotionally challenging situations with professionalism & intention
- Is extremely well-organized; able to create and maintain all necessary paperwork, data, and case notes to ensure outcomes are achieved for each participant

Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by **20th Oct 2022**