

Job Description

Job Title : Trainee / Jr. Executive / Executive (Outreach)**Job Location** : Patiala**Position Reports** : Chief Marketing & Admissions Officer

Main Purpose

Support the University in building, nurturing, and expanding these industry-academia partnerships in alignment with our vision. You will also set up and lead the growth of our career development cell responsible to provide internships and job opportunities to the students.

Qualification	MBA
Experience	0-5 years

Specific Accountability & Job Responsibility

- Identify opportunities.
- Own and Manage all the events / exhibitions / fairs end to end within and outside campus.
- Manage school outreach.
- Own all other outreach, student engagement and lead generation related activities on / off campus.
- Create attractive and meaningful presentations to be delivered in such events.
- Negotiate participation investments.
- Close the order and raise PR and PO with support from Purchase team.
- Conceive the events, outline activities in detail with accountabilities and timelines.
- Keep track of deliverables and ensure successful execution.
- Make all the travel, logistics, material and other arrangements for participation in the events.
- Coordinate with members of faculty wherever their participation is required (below the Directors).
- Identify opportunities with focus on schools which have given us good students in the past.
- Make presentations in schools either with a professional counsellor or self.
- Coordinate with the agency for permissions, organizing events, lead generation and closure of activities.
- Manage effective relationship with schools for future events and engagements.

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) by **05th May 2022**.