

## Job Description

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

**Main Purpose**

The role of **Manager – Internships & Placement** will be to build, develop and deliver key relationships with both new and existing companies to make a significant impact on the employability opportunities for the students and Alumni of the program.

Qualification	MBA/PGDM or equivalent with excellent academic track record
Experience	<ul style="list-style-type: none"> <li>• Industry experience of at least 1 year to understand how industry organizations function</li> <li>• Demonstrated excellence in Placements &amp; Internships for at least 2 years at University level having handled multiple programs and branches</li> </ul>
Competency	<ul style="list-style-type: none"> <li>• Thorough understanding &amp; commitment to the goals of the placements</li> <li>• Strong written and verbal communications skills.</li> <li>• Effective organizational and management skills.</li> <li>• Demonstrated public relations/marketing abilities to be used on behalf of the university as a whole and placements specifically</li> </ul>

**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
- 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.

**Knowledge, Skills & Experience**

- 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
- 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
- Able to create and maintain all necessary 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 CVs by email (amandeep.dhot@thapar.edu) positively by **20<sup>th</sup> May 2020**