

Job Description - **Placement Officer**

Experience Required 3 - 8 Yrs.

JOB SUMMARY:

To obtain employment and experiential opportunities in industry for students in all curricula. Counsel, prepare and enhance the hiring potential of students and alumni into the job market. To provide support to students in work experience **placements**. The role will involve working closely with PMKK Centres, and training units of the organisation, student services Councillor and **placement** staff etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Generate employment opportunities for students and alumni by establishing and maintaining productive employer partnerships. Should correspond with prospective recruiter across PAN India for **placements** and build an effective network of potential recruiters.
2. Strengthen the university recruiter database by adding new recruiters from PAN India.
3. Tap more hiring opportunities in core companies for students.
4. Ensure maximum **placement** of students.
5. Interact with recruiters at the time of **placements** and share the feedback with students and Stakeholders.
6. To enhance Value **Placements** through better Brands coming on campus as recruiters as well as higher salary packages offered to students year on year.
7. Collaborate and promote Career Planning services through in-class presentations etc.
8. Aggressively contact businesses and industries to develop partnerships and **placements**.
9. Help students identify employment options that match their career interests. Assist students in all aspects of the job
10. Schedule and follow up on student interviews with prospective employers.
11. Participate in coordination and organization of on-campus events, rozgar mela and regular **placements** drives etc.
12. Develop and maintain a collaborative relationship with PMKK Centres and all stakeholders.
13. Develop an active on-campus business and industry presence. Schedule and advertise campus recruitment for employers.
14. Assist with maintaining employer database(s). Maintain student files as needed. Submit the monthly report.
15. Other related duties as assigned.

The skills required of the officer would be as follows.

- a. A graduate in any field, with a Post-graduation in Business Management.
- b. Excellent communication skills – written and verbal and negotiation skills.
- c. Hands-on experience in using content management solutions and website development
- d. Knowledge of functioning of academic institutions/skill centres and placement process.