



PLACEMENT AND CAREER SERVICES

Serve as a liaison for the Career Development Center, providing career counseling and outreach to students, including skill gap analysis and student assessment.

Responsibilities:

- Provide career development and job search counseling to students
- Serve as a resource person and career advisor.
- Conduct regular outreach efforts including workshops and presentations to classes, student clubs and organizations
- Develop strong relationships with chairs, department AGM/DGMs and faculty in all Schools; target key faculty for employer recruitment opportunities.
- Understanding the curriculum and designing activities for students skill development
- Develop and maintain an advertising strategy / events for students to the on-campus recruiting schedule and on-line career services.
- Disseminate employment and internship opportunities to appropriate organizations, and students
- Participate in employer development activities including employer visitations, on-campus recruiting, and development of job and internship leads
- Research, evaluate & maintain online resources for a variety of career issues, academic majors and career fields
- Work closely with other staff members in the planning and coordination of career outreach programs such as job fairs, career programs, and employer panels
- Creating and managing the Student engagement calendar
- Provide representation in various university committees and university-wide events to enhance awareness and visibility of the Career Development Center
- Provide consultation and organization assistance to departments in their development of major specific career related events
- Maintain ongoing professional development via involvement with relevant professional associations
- Collaborate on the development and enhancement of Career Development Center; integrate technology into daily operations, programs and presentations

- Provide career assessment to undecided students through services offered by the Peer Career Program

The Person

Candidates must be able to illustrate the required attributes from their past experiences. The ideal candidate for this position will exhibit the following qualities, but not be limited to the following:

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| Education: | <ul style="list-style-type: none"> ▪ Any Post-Graduate / Graduate |
| Experience | <ul style="list-style-type: none"> ▪ 10-15 years |
| Computer Skills | <ul style="list-style-type: none"> ▪ MS-Office (Word, Excel, PowerPoint) |
| Personal Skills | <ul style="list-style-type: none"> ▪ Vibrant Personality ▪ English Language Proficiency ▪ Communication & good Interpersonal Skills |
| Professional Skills | <ul style="list-style-type: none"> ▪ High presence of mind, analytical and assessment skills ▪ Loyalty & Integrity ▪ Leadership qualities ▪ A matured, energetic, familiar with Industry |
| Desirable Skills | <ul style="list-style-type: none"> ▪ Preferably should have counseling / student management experience ▪ Counseling students for all behavioral, personal and all psycho-social issues ▪ Ability to develop links with Industry (some sales/marketing skills) |