

POSITION DESCRIPTION

Position Title:	Placement Manager
Cell:	Development
Location:	New Delhi
Employment Status:	Permanent/Contractual
Reporting to:	Director- Project Operations

Main Purpose of the Role:

The person shall be the Responsibility Centre Head for the placement and internship team; taking responsibility for all aspects of support required for placement of students. This is a busy and varied role involving daily communication with academic staff, students and current/potential employers, so the post holder will need to have excellent organisational skills, demonstrate a good use of initiative and have the ability to multi-task and prioritise.

Duties and Responsibilities:

1. To create, plan, implement, manage and oversee all aspects related to placement and internship.
2. Undertake online research and build contacts with potential employers.
3. Identifying placement opportunities develop potential employer database and commercial/industrial links respond to employer's requirements.
4. Liaison with private agencies, the government and other organizations to explore potential collaborations for placement and internship.
5. Assist with briefing meetings on a group and individual basis with students and course leaders so that they understand the work placement process, the level of support available and are fully equipped to undertake a successful work placement.
6. To assist students in relevant documentation concerning placement and internship.
7. Willing to undertake training where appropriate. Customizing student/employer matches by instituting competency modeling.
8. Interviewing students to assist them with choosing the most suitable placement or experiential learning experience
9. Designing and implementing student work-readiness programs including resume writing, interview preparation workshops, etc.

10. To assist with work placement correspondence and telephone enquiries internally and externally.
11. To communicate effectively with the Work Placement coordinator and appropriate team members.
12. Active communications to current and potential employers represent the organization at job fairs and portals, meetings for placements and undertake follow-up of potential placements and internship opportunities.
13. Ensuring at least 70% placement of the students completing the course.
14. To help monitor the progress of work placement and ensure retention of placed students for 6 months of formal employment
15. To correspond to prospective companies for interview date and schedule of events.
16. Improve and develop communications material for the organization such as brochure, website, annual report, DVD, poster etc.
17. To collect and file the copy of appointment letters of the placed students.
18. Any other duties as required by your Line Manager, commensurate with the grade of the post.

REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Core competencies

- Commitment to Katha's vision and values;
- Demonstrated high level interpersonal skills including ability to build relationships internally and externally;
- Ability to identify problems and seek solutions;
- Effective under pressure, results oriented and proactive
- Ability to establish risk mitigation systems and procedures
- Excellent communication and interpersonal skills of presentation and writing
- Ability and willingness to meet companies and potential employers
- Be persuasive and diplomatic

Qualifications & Experiences

- Masters/Post Graduation in MBA/MIB/MSW/M.Com/etc. in relevant business related discipline;
- Minimum of three years of experience in a placement and internship environment;
- Minimum of 2 years of commitment