

Manager, Career Advancement Services (CAS) - Graduate Programme Placement (on Contract)

MDI Gurugram invites applications for the position of Manager, Career Advancement Services (CAS) - Graduate Programme Placement (on contract).

Job Description

Position Title: Manager, Career Advancement Services (CAS) -Graduate Programme Placement

Nature of Recruitment: On contract

Job Purpose

To build and strengthen relationships with required companies resulting into smooth landing of PGP students in those companies. Responsible for meeting set targets with respect to number of companies visiting campus and making offers (such that the planned number of recruitments happen in his/her territory) engaging multiple companies for round table conference, leadership session and managing corporate relation.

Job Outline

The Business Development division of CAS is responsible for building & establishing strong relationships with potential companies and maintaining the relationships with existing companies for placement of the Post-Graduation Program students.

While executing the job the incumbent is responsible for identifying and approaching new companies/ recruiters for placement purposes. S/he is expected to seek and conduct meetings with the decision makers across these companies and showcase the talent pool of the school along with the diversity of the students that the Institute chooses and grooms over the year. The incumbent is expected to follow up with them and build everlasting relationships. S/he is also expected to periodically engage with existing companies by keeping them informed about the latest placement-related developments at MDI and taking their valuable inputs. S/he makes sure to also invite these companies to various knowledge-sharing forums being organized by the school from time to time. The incumbent is expected to get new referrals and ideas from the existing relationships for getting more placement options for the students.

The incumbent on one hand is responsible for interfacing with the companies to understand their talent requirements and on the other interacts with the students to figure out their aspirations and target companies to approach the market accordingly.

To ensure effective execution of the job the incumbent makes sure that companies targeted for placement are in sync with the MDI's requirements and that processes followed are adhered to set standards or quality guidelines.

Roles and Responsibilities include:

The candidate should be able to handle the day-to-day administrative work of the Career Advancement Services (CAS) of the Placement division at MDI and help to develop and align the Placement work with the

Institute's vision. This would include, but not limited to:

1. To identify, evaluate, convince, and bring in new companies for recruiting students from the School
2. To maintain strong relationships with the existing companies on the list
3. To understand the needs of students and approach quality companies accordingly
4. To guide executives in innovative ways of working on new lead generation
5. To handle internal processes such as generating reports, maintaining the database, responding to internal queries, and contributing to internal recruitment on an ongoing basis
6. To coordinate with external and internal partners as and when required

Qualification and Experience:

- The ideal candidate would have an MBA/ PGDM with minimum 55% marks or equivalent from a reputed Institute and a minimum experience of 10 years of post-qualification experience in the relevant field.
- S/he familiar with Microsoft Office esp. MS Excel. Result-driven, knowledge of the job market, being cognizant of corporate sales, Teamwork, interpersonal abilities, Interdepartmental cooperation, synchronization, and communication abilities Knowledge of business, ability to negotiate, and ability to influence.
- Administering or leading executive education at any leading business school.
- Experience in Placement/ Career Advancement Services roles in business School's is desirable.
- International work experience would be a plus.
- Managing and leading people.

Compensation: As per experience and fit and in line with industry standards for the right candidate.

The candidate would report to Dean-Graduate Programme and Lead Placement or equivalent.

Last date of receiving applications along with supporting documents is **February 22, 2024**.