



Notification for Manager - Placements

M. S. Ramaiah University of Applied Sciences
University House, Gnanagangothri Campus, New BEL Road, M. S. R. Nagar,
Bangalore – 560054

The Opportunity

In a multi-disciplinary university, the students have many options to choose from, in terms of courses and specializations to achieve their life goals. In order to cater to the requirements of the students to fulfil their goals, the university has established a dedicated centre namely, Student Affairs. The Directorate of Student Affairs at RUAS is formed to facilitate and assist students with supplementary and complementary processes, to augment the education for memorable campus experience and wholesome development, preparing them for taking up the career challenges in global competitive environment. Through innovative partnerships with leading universities and industries, RUAS expands opportunities for higher education and job opportunities, ensuring success and transforming the lives of students. With a clear focus on, and commitment to, the delivery of the highest quality of student experience, RUAS prepares its students of undergraduate and postgraduate programmes for a successful career ahead in leading organizations in Bangalore and beyond. This requires a constant approach and follow up with industries and at the same time requires constant motivation and training to students.

Reporting Line

The Manager – Placements will report to the Director – Student Affairs of the University, with a dotted line to Head – Student Affairs.

The Role of Manager - Placements

1. The Manager – Placements will draw on resources (including centrally negotiated placement agreements, comprehensive training and a range of common procedures) established by Directorate of Student Affairs, RUAS for Student Placements.
2. The Manager – Placements will involve working closely with RUAS academic departments, various student services and placement staff.
3. The Manager – Placements will be responsible to do the following:
 - a. Provide structured advice and counselling to undergraduate and postgraduate students in relation to the completion and submission of various recruitment applications.
 - b. Coordinate student progression and placement activities at RUAS.
 - c. Undertake regular monitoring of application statuses and provide relevant advice to students.
 - d. Develop relations and sign firm agreements with corporate organizations and other employers for placing students with such organizations.
 - e. Provide advice and guidance to RUAS Team involved in supporting student placements.
 - f. Tracking information about students' progression and updating student trackers periodically.
 - g. Work with the Careers Advisers for preparing students on effective self-marketing skills like CV writing, letter writing, filling of application form, interview skills, various assessment skills, HR Skills, aptitude tests, personality skills and provide one-to-one assistance where required.
 - h. Advise students about various career options, placement choices (including future career development and guidance) and how to locate a placement opportunities either in India or abroad.
 - i. Arrange placement interviews on and off campus
 - j. Brief students on organizational culture, appropriate conduct, use of internet and email at work etc.

- k. Supervise and monitor students throughout the placement period, assessing and resolving their demands, enquiries and problems
- l. Organize and undertake workplace visits to students on placement and internship opportunities
- m. Ensure that the appropriate reports are completed and submitted for assessment by companies
- n. Co-ordinate all placements, internships and other career opportunities with Deans, HoDs and Faculty Members on matters relating to specific academic discipline requirements.
- o. Organize and run pre-placement sessions for outgoing students and debriefings for returning students through discussion, consideration and evaluation of personal and professional development through placement.
- p. Organize placement and career options related conferences where applicable.
- q. Deliver presentations to prospective students and parents at Open Days and attend other relevant events.
- r. Research and develop new opportunities to generate new placement and internship opportunities in India and abroad.
- s. Manage and further develop good relationships and strong links with employers in industry, and promote the creation of partnerships between industry and RUAS.
- t. Assess all placement employer demands, problems and enquiries and resolve them in a timely and effective manner.
- u. Make arrangements for hosting employer interviews on campus where required.
- v. Ensure post-placement employers' appraisal of student placement performance is carried out with appropriate feedback and details of lessons learnt.
- w. Participate in all Directorate/ University activities
- x. Any other responsibility as assigned by the University from time to time.

Professional Qualifications and Personal Qualities

MSRUAS requires a leader with good academic credentials, leadership abilities and interpersonal skills. The candidate must possess the following professional qualifications and personal qualities:

Criteria	Essential	Desirable
Qualifications		
Undergraduate	√	
Postgraduate	√	
Postgraduate in Management (MBA)		√
Experience and Knowledge		
Liaison with and experience of industry including the role of placing students within organizations		√
Experience of working with and/or knowledge of professions within the relevant discipline/field	√	
Experience of Higher Education and the student learning experience		√
Previous experience of customer/client contact especially establishing and developing effective links with companies in the relevant discipline/field	√	
Experience of liaising/negotiating with a range of people	√	

Criteria	Essential	Desirable
Experience of teaching/training other staff.		√
HR/personnel experience relevant to the recruitment sector	√	
Experience of working with young adults		√
Skills		
Excellent IT skills including word processing and use of databases	√	
Proficient user of MS Excel and PowerPoint Presentations	√	
Ability to communicate effectively and professionally with a variety of people	√	
High level skills in producing, analyzing, interpreting and acting upon relevant information and data – particularly academic performance	√	
Excellent written and oral communication skills including report writing	√	
Excellent organizational skills	√	
Attributes		
Must be able to work flexibly to meet the needs of the placements service, and be willing to undertake external visits	√	
Must be a team player and be able to negotiate and consult with all those engaged internally and externally within the placement space	√	
Must have a professional, friendly attitude and a willingness to help	√	
Must be able to work to QA compliance	√	
The ability to handle difficult situations both robustly but also with tactfully and sensitively	√	
Ability to build and manage relationships with students, parents and stakeholders from a range of linguistic, ethnic and cultural backgrounds.	√	
Ability to priorities work and working to deadlines with minimal supervision.	√	
Desire and ability to achieve challenging professional goals.	√	

Requirement Details

Sl. No.	Position Details	No. of Positions
1	Manager - Placements	01

Procedures for Candidacy

Interested candidates may apply by sending their resumes at director.sa@msruas.ac.in and resumes@msruas.ac.in. The resumes will be reviewed and shortlisted members will be called for an interview. An internal search committee will be formed to evaluate each member in the interview. The committee will give the results within **10 (Ten)** days from the date of interview which will be final and will not subject to any appeal or litigation.