



## **Notification for Placement Officers**

**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 Placement Officer will report to the Manager – Placements, Directorate of Student Affairs of the University.

## **The Role of Placement Officers**

1. The Placement Officer will be responsible to do the following:
  - a. To build association with HR and technical heads of companies in order to find career prospects for Under-graduate and Master level students of the university.
  - b. To maintain and develop a database of prospective employers for internships and final placements.
  - c. To design and organize Pre-Placement Training Programs (PPTs) including resume writing sessions, group discussions and mock interview sessions etc.
  - d. To bring companies to campus and conduct campus recruitment drive.
  - e. To correspond to prospective companies for interview date and schedule of events.
  - f. To receive the recruits and provide necessary inputs about the college and to co-ordinate for smooth functioning at various facilities (interview halls, written test halls, hospitality etc.)
  - g. To collect the Recruiter's Feedback and recommendations regarding students' recruitment process and to correspond with them immediately after the interview is over for interview result.
  - h. To organize and conduct professional networking events for all partners -students, alumni, recruiters, and faculty.
  - i. To compile student internship and placements details and prepare a comprehensive report in order to present it to the Directorate on regular basis.
  - j. To maintain a web portal which provides online support for students in relation to their work placements/internships and offering useful content for students and employers.

## 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
<b>Qualifications</b>		
Undergraduate	√	
Postgraduate		√
Postgraduate in Management (MBA)		√
<b>Experience and Knowledge</b>		
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		√
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Experience of teaching/training other staff.		√
HR/personnel experience relevant to the recruitment sector	√	
Experience of working with young adults		√
<b>Skills</b>		
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	√	
<b>Attributes</b>		
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	Placement Officer	01

## **Procedures for Candidacy**

Interested candidates may apply by sending their resumes at [director.sa@msruas.ac.in](mailto:director.sa@msruas.ac.in) and [resumes@msruas.ac.in](mailto: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.