

<b>Job Title</b>	<b>Executive- Training &amp; Placement</b>
<b>Faculty/ Dept</b>	Directorate of Training & Placement
<b>About the role</b>	The Training & Placement Executive is responsible for coordinating campus recruitment, industry engagement, student employability training, and placement activities. The role focuses on enhancing student career readiness and achieving placement targets through strong industry partnerships and effective coordination with students, faculty, and recruiters.
<b>Role Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Campus Recruitment &amp; Employer Relations           <ul style="list-style-type: none"> <li>• Develop and maintain strong relationships with recruiters, corporates, startups, and industry partners.</li> <li>• Identify and onboard new companies for campus placements, internships, and live projects.</li> <li>• Coordinate end-to-end campus recruitment activities including pre-placement talks, tests, interviews, and offer management.</li> <li>• Act as the primary point of contact between recruiters and the institution.</li> </ul> </li> <li>2. Student Placement Coordination           <ul style="list-style-type: none"> <li>• Maintain and update student placement databases, eligibility lists, and placement records.</li> <li>• Communicate placement opportunities, eligibility criteria, and schedules to students.</li> <li>• Coordinate student registrations, shortlisting, interview scheduling, and offer acceptance.</li> <li>• Ensure adherence to institutional placement policies and recruiter guidelines.</li> </ul> </li> <li>3. Training &amp; Employability Development           <ul style="list-style-type: none"> <li>• Plan and coordinate employability training programs such as aptitude, soft skills, communication skills, technical training, and interview preparation.</li> <li>• Coordinate with internal faculty and external trainers for training delivery.</li> <li>• Track student participation and assess training effectiveness.</li> </ul> </li> <li>4. Internship &amp; Industry Exposure           <ul style="list-style-type: none"> <li>• Facilitate internships, industrial visits, guest lectures, and industry interactions.</li> <li>• Support students in securing internships and monitor internship completion and feedback.</li> <li>• Coordinate MoUs and industry collaborations in support of training and placement initiatives.</li> </ul> </li> </ol>

	<p>5. Placement Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Maintain accurate placement statistics including offers, CTC, sector-wise and program-wise data.</li> <li>• Prepare placement reports, dashboards, and MIS for management, accreditation, and ranking purposes.</li> <li>• Ensure proper documentation of offer letters, MoUs, and recruiter feedback.</li> </ul> <p>6. Events &amp; Career Development Activities</p> <ul style="list-style-type: none"> <li>• Organize career fairs, placement drives, alumni interactions, and career guidance sessions.</li> <li>• Support university initiatives such as job fairs, skill development programs, and career awareness workshops.</li> </ul> <p>7. Coordination &amp; Compliance</p> <ul style="list-style-type: none"> <li>• Coordinate with academic departments, faculty coordinators, alumni, and student placement committees.</li> <li>• Ensure compliance with institutional guidelines and ethical recruitment practices.</li> <li>• Support accreditation and ranking requirements (NAAC, NBA, NIRF) related to placements.</li> </ul> <p>8. Additional Responsibilities</p> <ul style="list-style-type: none"> <li>• Perform any other duties assigned by the Head - Training &amp; Placement based on institutional requirements.</li> </ul>
<b>Qualifications &amp; Experience</b>	<p>Bachelor's degree in any discipline 1-4 years of experience in training &amp; placement, corporate relations, or student engagement</p> <ul style="list-style-type: none"> <li>• Strong communication, presentation, and interpersonal skills</li> <li>• Ability to coordinate with multiple stakeholders and manage deadlines</li> <li>• Proficiency in MS Office, databases, and basic CRM tools</li> <li>• Willingness to work during peak placement seasons and events</li> </ul>
<b>Scale of Pay</b>	As per University norms
<b>Email your CV and other relevant documents.</b>	hr@msruas.ac.in