



Jaipuria Institute of Management Lucknow, Uttar Pradesh, India (On-site) Hiring Manager/Sr. Manager- Training and Placements.

Job Description:

As a Trainer in the Placement Department at Jaipuria Institute of Management, you will play a pivotal role in bridging the gap between academia and industry by facilitating the placement of our students in reputed organizations. You will be responsible for developing and implementing strategic initiatives to enhance our students' employability and ensure successful placements.

Role Overview: As a Trainer in the Placement Department, you will play a pivotal role in preparing our students for placement drives, job fairs, and recruitment events. Your primary responsibility will be to equip students with the necessary skills, knowledge, and confidence to excel during interactions with potential employers. You will collaborate closely with the Placement Head, Faculty Placement Coordinator, and student placement representatives to develop and implement effective training programs tailored to enhance student employability.

Key Responsibilities:

Training:

- Design, develop, and deliver training sessions aimed at enhancing students' aptitude, communication skills, technical competencies, and overall readiness for placement drives.
- Conduct workshops, seminars, mock interviews, and group discussions to simulate real-world recruitment scenarios and provide constructive feedback to students.
- Stay updated on industry trends, employer expectations, and recruitment processes to ensure the relevance and effectiveness of training programs.
- Collaborate with faculty members and industry experts to incorporate industry-specific knowledge and insights into the training curriculum.
- Provide personalized coaching and guidance to students to help them identify their strengths, weaknesses, and career goals.
- Evaluate the effectiveness of training initiatives through feedback surveys, performance assessments, and placement success rates, and make necessary adjustments to improve outcomes.
- Assist in organizing placement drives, job fairs, and recruitment events both on-campus and off-campus, working closely with the Placement Head and other stakeholders to ensure seamless execution.
- Maintain records of student progress, training activities, and placement outcomes for reporting and analysis purposes.

Industry Liaison: Build and maintain strong relationships with corporate partners, recruiters, and industry professionals to understand their hiring needs and trends. Develop and cultivate robust relationships with diverse industries, actively securing their participation in campus placements.

Placement Strategy: Develop and execute effective placement strategies aligned with the institute's objectives and industry requirements. Play a pivotal role in the conception and implementation of comprehensive objectives, policies, processes, initiatives, and strategies for placements, encompassing both summer internships and final placements, as well as corporate relations.

Student Preparation: Provide career guidance, mentorship, and training programs to prepare students for interviews, resume writing, and other placement-related activities.

Placement Drives: Organize placement drives, job fairs, and recruitment events both on-campus and off-campus to facilitate interactions between students and potential employers. Collaborate seamlessly with the placement head, CO, Faculty Placement Coordinator, and student placement representatives to intricately devise and execute comprehensive plans. These plans, both long-term and short-term, aim at elevating student employability for placements.

Internship Coordination: Collaborate with companies to facilitate internship opportunities for students, ensuring valuable industry exposure and practical learning experiences.

Database Management: Maintain comprehensive databases of student profiles, job opportunities, and placement records to track progress and measure success.

Performance Evaluation: Monitor and evaluate the effectiveness of placement strategies and initiatives, making necessary adjustments to optimize outcomes.

Networking: Actively participate in professional networking events, conferences, and forums to stay updated on industry trends and expand the institute's network of corporate partners.

Compliance: Ensure compliance with relevant regulations, policies, and guidelines governing placements and internships.

Qualifications and Skills:

- Master's degree in Business Administration, Marketing, or a related field.
- Proven experience in placement or recruitment, preferably in an educational institution or HR consultancy.
- Strong networking and relationship-building skills with the ability to engage with diverse stakeholders.
- Excellent communication, presentation, and interpersonal skills.
- Strategic thinking and problem-solving abilities to develop innovative placement strategies.
- Proficiency in database management and Microsoft Office applications.

- Understanding of industry trends, job market dynamics, and recruitment processes.
- Ability to work effectively in a fast-paced environment and meet deadlines.

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