



Executive (Training and Placements)

Navrachana University, Vadodara (NUV) invites applications for Training and Placement Department.

Responsibilities:

- Networking, building connects and convincing companies to recruit students through campus placements and internships for students from School of Technology / Management / Science / Law / Journalism / Design.
- Coordinate between various schools (under NUV), with the student coordinator, placement coordinator. Coordinate with faculties at campus.
- To be the POC and communication link for all events and programs organized for students related to career services activities.
- Responsible for proper documentation.
- To handle student counselling and query solving on a day to day basis at campus. To have knowledge and full understanding about the course curriculum of all schools under NUV (Technology / Management / Science / Law / Journalism / Design).
- Responsible for all the activities relating to the campus placements.
- To correspond to prospective companies for interview date and schedule of events.
- Campus Placements: Arrange Corporate Campus Drives @ NUV for placement of students of Various programs (on & off campus drives).
- Invite and arrange Expert (Guest) Lectures as per the needs of various programs curriculum.

Desired Candidate Profile

- The candidate should be a Graduate/Post Graduate in any field with 1-4 years experience.
- Excellent communication skills written and verbal and negotiation skills.
- Knowledge of functioning of academic institutions and placement process.
- The candidate should have good interpersonal skills and networking in the field.
- Good exposure/presence in social networking platforms.
- Strong Presentation Abilities, must be an out of the box thinker and excellent team player.
- Advanced computer skills on MS Office.

Key Competencies: This role involves lot of new business development as well as retaining old recruiters. Coordination with Recruiters, students, faculties and other stake holders. The major responsibility includes smooth flow of processes during the career services activity across campuses and schools. Key skills include New Business development, excellent communication, team coordination, team work, sound understanding of courses and curriculum, client's nature of business and various requirements and vacancies, market scenario, problem solving skills and handling students counselling and queries related to placements. Go-getter, Self-driven, understands the market and relevant roles in the industry.

Interested candidates are requested to send their detailed Curriculum Vitae by an email to hr@nuv.ac.in Please mention "Executive-Training & Placements-May 2022" in the subject line of your email.

Date of Notification: May 13, 2022.

Last date for application: May 23, 2022