



**Job Title:**

Deputy Manager - Career Development and Placement Cell

**Primary Work Location:**

University Campus, Sonipat (NCR of Delhi)

**Overview:**

O. P. Jindal Global University (JGU) is a not-for-profit global university established by the Government of Haryana and recognized by the University Grants Commission. The vision of JGU is to promote global courses, global programmes, global curriculum, global research, global collaborations, and global interaction through a global faculty. JGU is situated on an 80-acre state of the art residential campus. JGU is one of the few universities in Asia that maintains a 1:15 faculty-student ratio and appoints faculty members from different parts of the world with outstanding academic qualifications and experience. JGU is a research intensive University, which has established several research centers. JGU has established six schools: Jindal Global Law School (JGLS), Jindal Global Business School (JGBS), Jindal School of International Affairs (JSIA), Jindal School of Government and Public Policy (JSGP), Jindal School of Liberal Arts and Humanities (JSLH) and Jindal School of Journalism and Communication (JSJC). We hope that in accomplishing these objectives, we will be able to help the State of Haryana to become a centre of global excellence for higher education and research. We will also be able to contribute towards India's development as a provider of international education and a leader in the transnational knowledge economy of the world.

**Job Summary:**

To assist Career Development and Placement Division in assessing the training needs of JGU students at all levels and to determine training needs, prepare and administer training modules of students for ensuring higher employability of students.

**Job Tasks and Responsibilities:**

- To maintain regular communications with students of different schools in JGU to understand their skill & communication levels, deficits, and training needs;
- To develop, update & administer training modules each year in order of prioritization based on urgency of particular School Batch's requirements;
- To organize external & industry trainer's sessions & workshops for imparting professional skills;
- To schedule workshops on Resume writing;
- To schedule and organize regular mock interviews, mock Group Discussion sessions for students while preparing for on-campus and off-campus recruitment events and providing regular student feedback on areas of their improvement;
- To schedule and organize personality development workshops & individual sessions for students while assisting them in preparation for internships & recruitments and providing constant student feedback;
- To schedule & organize professional communication workshops and through individualized sessions & effective feedback;
- To ensure student satisfaction & improvement in employability profile of students and help them in deriving maximum value from internships & final placements;



**O.P. Jindal Global University**

*A Private University Promoting Public Service*

**NAAC Accreditation - 'A' Grade**

**Other Skills:**

- Excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously within the team and with students & parents
- Polite and pleasant personality
- Organized and flexible, able to prioritise
- Proactive, self-motivated and positive approach

**Experience & Qualification:**

- Minimum 6 to 8 years of relevant work experience
- Post Graduate's degree from a reputed Institute/ University