

## **About the University:**

O. P. Jindal Global University (JGU) is a world class University at the National Capital Region, Delhi (Sonipat), India. 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).



**Research Focused | 1:13 Faculty Student Ratio | 20% International Faculty |  
15 Programmes | 180 International Collaborations | 1500 Publications**

## **Job Title:**

Senior Manager - Career Development and Placement Cell

## **Primary Work Location:**

University Campus, Sonipat (NCR of Delhi)

## **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;
- To create & share regular work & progress reports to senior management

**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 and work independently
- Proactive, self-motivated and positive approach

**Experience & Qualification:**

- Minimum 8 to 12 years of relevant work experience
- Post Graduate's degree from a reputed Institute/ University