

JOB DESCRIPTION

Position: Assistant Manager/Manager – Career Advancement Cell

Location: Sonapat, NCR of Delhi.

CTC: 4.8 to 6.6 Lakhs per annum

Experience Required: 1-5 Years

ABOUT US

Rishihood University (RU) has been established under The Haryana Private Universities (Amendment) Act, 2020, and is empowered to award degrees as specified in section 22 of the UGC Act, 1956.

Rishihood University is India's first and only impact university. 'Impact' is the living spirit of Rishihood. The purpose of education envisioned by the thought leaders of our civilization and that which has motivated the founders to build Rishihood University is beyond just awarding degrees and jobs. The purpose of education is to achieve the highest potential in a learner i.e., Rishihood. Rishihood University provides a unique mix of globally relevant education that is rooted in Indian ideas, quality education that is affordable, and multi-disciplinary exposure with the cutting-edge skills of a specialist. To achieve this outcome, education cannot be limited to the classrooms. RU is a fully residential campus where living and learning seamlessly integrate throughout the day. RU faculty and learners have active participation with society, industry, researchers, entrepreneurs, and policymakers. This keeps the learning at RU focused on solving the biggest challenges faced by humanity and prepares our learners for the real world. It is time India builds universities driven by a higher purpose, with a strongly committed board to back it, and redefine how education is imparted both within and outside the classroom. Rishihood is a bold initiative to fulfil this idea. Hence, we are looking for like-minded founding faculty members at Rishihood University.

We are looking for an energetic and knowledgeable Assistant Manager/Manager – Career Advancement Cell to be a part of our Placement team at RU. As Assistant Manager/Manager - Placement, the candidate will be responsible for supporting the university's placement, internship, and alumni relationship management initiatives. The primary focus will be to ensure successful career advancement opportunities for our learners and foster strong relationships with industry partners and alumni.

Roles and Responsibilities:

Placement and Internship Support:

- Assist in organizing campus placement/Internship drives and recruitment processes.
- Coordinate with companies to schedule interviews and facilitate the placement/internship process.
- Collaborate with faculty and industry experts to enhance students' employability skills.
- Provide guidance and support to students in preparing resumes, cover letters, and interview techniques.
- Maintain a database of job openings and share relevant opportunities with students.

Alumni Relationship Management:

- Maintain a strong network of alumni and nurture relationships with them.
- Collaborate with alumni to facilitate mentorship and networking opportunities for current students.
- Organize alumni events, guest lectures, and panel discussions to enhance student-alumni interaction.
- Seek alumni support in placement activities, internships, and industry collaborations.

Data Management and Reporting:

- Maintain accurate and up-to-date records of student placements, internships, and alumni interactions.
- Prepare reports on career advancement activities, including placement statistics, internships, and alumni engagement.
- Analyse data to identify trends, strengths, and areas for improvement in the career advancement initiatives.

Education & Experience Preferred:

- Master's or Bachelor's degree in marketing, business administration, or similar.
- Excellent written and verbal communication and presentation skills.
- Strong time management and organizational abilities.
- 1 - 5 Years of experience handling similar profiles.

Those interested in this role, please fill the form: <http://shorturl.at/cqzM4>