



## School of Business, Public Policy & Social Entrepreneurship

### RECRUITMENT: Placement Coordinator

The School of Business, Public Policy & Social Entrepreneurship, Ambedkar University Delhi (AUD) invites applications from the suitable candidates for the position of “Placement Coordinator”. The major role of the “Placement Coordinator” is to facilitate industry interaction and enhance the relationship between the institution and potential recruiters for summer internships and final placements. The coordinator is also expected to organise various activities with the help of corporate engagement in order to improve the visibility of the school.

The position will be offered on short-term contract initially for the period of Aug 2017 – May 2018, which may be extendable based on the performance.

Compensation in the range of Rs 70,000/- – 80,000/- shall be paid based on credentials and experience of the candidate.

#### Key Roles and Responsibilities:

1. Develop prospects for summer internships and final placements from potential recruiters.
2. Assist the school in empanelment with organisations and associations.
3. Organise company visits in order to facilitate the placement process.
4. Provide counselling and mentoring to students for summer internship and final placement.
5. Organise workshops and activities that prepare students for placements including interviews, GDs and other necessary skills.

#### Qualification & Experience for the post:

- Prospective candidate should have a post graduate degree in Management or allied discipline
- Minimum experience of 8-10 years of experience in corporate or industry
- Prior experience of industry academia relationship management will be preferred

#### Key Skills Desirable:

- Good networking , persuasion, and public speaking skills
- Excellent articulation, written and verbal communication
- Self motivated candidate with positive thinking
- Friendly and accessible
- Pleasing personality

Interested candidates with suitable qualifications and experience can email their resume to [deansbppse@aud.ac.in](mailto:deansbppse@aud.ac.in) with subject line "**Application for Placement Coordinator at SBPPSE: 2017**" and send a hard copy of the same to the following address

Dean, School of Business, Public Policy & Social Entrepreneurship  
Ambedkar University Delhi (AUD)  
Lothian Road  
Kashmere Gate  
Delhi – 110006

The last date for receiving applications is **August 10, 2017 (Thursday)**.