

Job Description

Position/Title:	Associate/ Senior Associate	Department:	Career Services
Reporting Details:	Manager- Career Services		
Job duties:	The role will be responsible for managing corporate relationships, driving campus recruitment, coordinating placement activities, and engaging with students and key stakeholders. The individual will serve as a key point of contact for assigned corporate partners and play an important role in ensuring strong partnerships and successful recruitment outcomes. Key Responsibilities: 1. Corporate Relations & Engagement • Own and manage assigned corporate accounts, serving as the primary point of contact and ensuring strong partnership outcomes. • Build and nurture relationships with existing and prospective recruiters to create sustained hiring and engagement opportunities. • Manage the end-to-end corporate engagement and campus hiring process for assigned accounts. • Support the leadership team in organising company visits and strengthening industry relationships. • Manage pre-placement talks, guest sessions, live projects, competitions, mentorships, and other corporate engagement initiatives. • Proactively engage with recruiters, follow up on opportunities, and ensure timely closure of action items. 2. Campus Recruitment & Placements • Manage the end-to-end campus recruitment process across summer and final placements. • Coordinate job postings, student applications, interview schedules, assessments, offers, and other recruitment activities. • Act as a key point of contact for recruiters and students throughout the recruitment process. • Ensure smooth execution of placement activities while adhering to timelines, processes, and placement policies. • Identify opportunities to deepen existing corporate relationships and facilitate additional hiring opportunities. 3. Student & Stakeholder Management • Coordinate effectively with students, recruiters, faculty, alumni, and internal teams to ensure seamless execution of Career Services activities. • Manage student communication and ensure timely dissemination of placement-related information. • Manage student teams and coordinate placement activities during recruitment cycles. • Address stakeholder queries and ensure a high-quality experience for both recruiters and students.		

Education:	• Full-time MBA preferred; Graduates with excellent relevant experience can apply
Experience:	• 2 - 8 years of experience, preferably in corporate relations, campus recruitment, placements, business development, client servicing, or stakeholder management.
Capabilities required:	• Excellent communication and interpersonal skills with the ability to engage confidently with senior corporate stakeholders. • Strong relationship management, coordination, follow-up, and execution skills. • Highly organised with strong attention to detail and the ability to manage multiple priorities. • Comfortable working in a fast-paced, deadline-driven environment. • Ability to work collaboratively with multiple stakeholders and teams. • A proactive, professional, and service-oriented approach.
Other Requirements:	• Flexibility to work occasional weekends and extended hours during the placement season, as required.
Technical Skills:	• Proficiency in MS Excel, PowerPoint, and other productivity tools. • Familiarity with AI tools such as ChatGPT, Claude, and Gemini to support data analysis, workflow efficiency or any other institute requirements.