

**School of Business, Public Policy & Social Entrepreneurship**

Advt. No:SBPPSE/PC/2020/01

Dated: 28.12.2020

RECRUITMENT: Hiring of Placement Coordinator(s)

Dr. B.R. Ambedkar University Delhi (AUD) is a State University established by the Government of NCT of Delhi through Dr B.R. Ambedkar University Act, 2007. AUD has its campus at Kashmere Gate, Karampura Campus and Lodhi Road. AUD is planning to establish other campuses at Dheerpur and Rohini.

The School of Business, Public Policy & Social Entrepreneurship, Ambedkar University Delhi (Kashmere Gate Campus) invites applications from the suitable candidates for the post of “Placement Coordinator”. The 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 coordinators are 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 **January 2021 to June 2021**, which may be extendable based on the performance.

S.No	Name of Post	No of posts	Salary
1	Placement Coordinator - SBPPSE	2	Rs. 40,000/- per month

Key Roles and Responsibilities:

1. Industry interface to disseminate the mandate of AUD and uniqueness of SBPPSE’s MBA and newly launched BBA programme
2. Develop prospects for summer internships and final placements from potential recruiters
3. Organise workshops, guest lectures and activities that prepare students for placement including interviews, GDs and other necessary skills
4. Assist the school in empanelment with reputable organisations and associations
5. Prepare the corporate brochure and placement report

Qualification & Experience for the post:

- Prospective candidate should have a post graduate degree in Management or allied discipline
- Minimum experience of 1 year of experience in corporate or industry
- Prior experience of industry academia relationship management will be preferred

Key Skills Desirable:

- Networking, persuasion, and public speaking skills
- Articulation, written and verbal communication

Interested candidates with suitable qualifications and experience can fill the form and upload their resume via <https://forms.gle/sNKV2D5npupMZK9v9>. The last date for filling the form and uploading resume is **10th January 2021**.