

	<p align="center">JOB DESCRIPTION</p>
<p>Prepared by: Deputy Director CR Date:</p>	<p>Approved by Registrar Date: 1/2/2023</p>
<p>Job Title</p>	<p>Placement Officer (Design)</p>
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Performing a mix of career counseling and recruiting duties, placement officers usually work in college, universities and connecting with the corporate, where they assist students and coordinate with the institution’s staff and local employers for placing the students • Meeting Placement & internship Target of Product Design, UX Design and Communication students. • Maintaining corporate relations and ensure industry drive for utmost reach and collaborations for the MIT Design programs placements • Contact Development - Networking with corporate and industries for student’s internships and placements. Build and maintain relevant contacts with industry, business, and professional groups to promote the student Internship & placement program. • Implement programs – Guest Lectures, Industry Tie-ups, Panel Discussions with Industry Experts, Workshops, etc to make business and industry aware of the educational and training programs of the College. • Student Coordination – Assist students in career counselling and development; educate and assist students in preparing and submitting effective resumes; and prepare students for job interviews, Interview coordination. • MIS – Updated Database & Trackers on Client Contacts, Visit plan, Student wise Placement/ Internship Progress reports, etc. • Research - Analyse workforce databases for significant trends in workforce needs and salary to develop strategies for student placement. Share concise and precise reports 	

with regards to target Companies with management

Qualifications:

- Graduate/ Post Graduate Degree with excellent communication and team skills.
- 3+ years of experience in Educational Institutes/Design Institute of repute working as a Placement Manager/Officer
- Good organizational skills and problem solving attitude.
- Highly skilled in doing research and having an analytical approach.
- Problem solving attitude and collaborative approach.
- Ability to grasp new concepts in less time as well as a capacity to tackle with the student related issues.
- Ability to problem-solve and assess the situation to provide strategies and evaluate options.
- Outstanding administrative, verbal and written communication skills
- A team-oriented approach with a capability to form relationships at numerous levels (internally and externally)