

	JOB DESCRIPTION
Prepared by: Date: Deputy Director - CR.	Approved by Registrar Date: 01/01/2022
Job Title	Manager- Corporate Outreach
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Key task is to bring in new clientele and manage relationships with existing corporate clients • To correspond with prospective companies and invite them for campus placements • Maintaining corporate relations to understand their recruitment process as well as recruitment experience • Visiting various organizations to pitch for internships and placements • Build and maintain relations with HR personnel, Hiring managers via LinkedIn and other corporate social media platforms for various employability activities • To develop and establish new alumni chapters, regional centers and/or programs and services • To recommend long and short-range goals, and overall direction of alumni programs • To connect the old batches of alumni, and the alumni who are inactive on the alumni association portal • To design and arrange publicity and promotional materials for alumni functions. • To evaluate and monitor the effectiveness of programs/services and identifies problems, recommends improvements 	
<p>Qualifications:</p> <ul style="list-style-type: none"> • MBA with BE / BTECH in any engineering stream • Experience: Minimum 10 years of relevant experience • Fluent and effective communication skills • High integrity and 24/7 availability for important projects 	

- Ability to develop, direct and coordinate multiple programs and activities, including promotion, publicity and branding.
- Strong desire and natural ability to deal with people
- Knowledge of and involvement in the institute, its disciplines and relationships, and willingness to develop an in-depth understanding
- Knowledge of Industry demographics will be an added advantage
- Willingness to travel as per professional requirements.