



BIRLA GLOBAL UNIVERSITY

(Established under the Birla Global University Odisha Act, 2015)

BHUBANESWAR

Job Summary:

The Placement Officer is responsible for organizing and facilitating placement activities for students of Birla School of Commerce, coordinating with corporate partners, and assisting students in preparing for their careers. This role involves building relationships with companies, understanding students' career aspirations, and organizing career development events like workshops, mock interviews, and job fairs.

Key Responsibilities:

1. Industry Collaboration and Employer Relations:

- Develop and maintain strong relationships with companies, recruiters, and organizations for student placements.
- Understand employer requirements and communicate them to students.
- Invite companies for campus recruitment and manage the entire recruitment process.
- Liaise with corporate partners to facilitate internship and job opportunities for students.

2. Student Counselling and Support:

- Guide students in identifying career opportunities based on their skills, interests, and qualifications.
- Provide career counselling to students and help them align their expectations with industry standards.
- Assist students with preparing resumes, cover letters, and portfolio development.
- Conduct one-on-one or group sessions to help students improve interview skills, presentation skills, and soft skills.

3. Placement Coordination:

- Organize placement drives, campus interviews, and recruitment events.
- Coordinate with companies to schedule interviews and tests on campus.
- Act as the liaison between students and employers during the recruitment process.
- Track student placement status and maintain accurate records of placed candidates.

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4. **Career Development Programs:**

- Plan and execute workshops, seminars, and guest lectures focused on career skills such as job searching, resume writing, communication skills, and interview preparation.
- Organize mock interview sessions, aptitude tests, and group discussions.
- Collaborate with faculty and other departments to integrate career development into academic programs.

5. **Networking and Employer Engagement:**

- Attend industry conferences, job fairs, and networking events to promote the university's talent pool.
- Develop and maintain a database of potential employers, partners, and alumni.
- Provide employers with information on the academic strengths, skills, and career aspirations of the university's students.

6. **Tracking and Reporting:**

- Maintain records of students who have been placed, including salary details and the type of job.
- Provide regular reports to senior management on placement statistics, trends, and areas for improvement.
- Analyze placement data and provide feedback to academic departments on industry requirements and curriculum improvements.

7. **Alumni Relations:**

- Engage with alumni to create a strong network of former students who can help current students with job placements and career advice.
- Organize alumni mentoring programs for students seeking career guidance.

8. **Market Research:**

- Stay updated on industry trends, emerging job roles, and market demands to guide students effectively.
- Conduct research on industry expectations, salary trends, and skills required for different roles.

Qualifications:

• **Education:**

- A master's degree in **Business Administration, Human Resources, Career Counselling**, or a related field is typically required.

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- **Experience:**
 - Proven experience in **career services, placement coordination, or human resources.**
 - Strong background in industry relations, campus recruitment, and career counselling.
 - Previous experience working in a higher education environment or with student services is an advantage.
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Skills and Competencies:

- **Strong Communication Skills:** Ability to interact with students, faculty, alumni, and employers effectively.
 - **Networking and Relationship Building:** Ability to cultivate relationships with external organizations and stakeholders.
 - **Organizational Skills:** Strong event planning and coordination skills to handle multiple tasks and deadlines.
 - **Problem-solving ability:** Ability to handle student concerns and recruitment challenges.
 - **Knowledge of Industry Trends:** Awareness of industry needs and job market trends to guide students' career choices.
 - **Technology Proficiency:** Familiarity with job portals, student management systems, and MS Office tools.
 - **Counselling and Mentoring:** Ability to guide and mentor students in their career planning and decision-making process.
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Working Conditions:

- Office-based with occasional travel required to visit companies, attend job fairs, and network with industry professionals.
- Some evening or weekend work may be required to accommodate recruitment drives or events.

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