

**Post Name**

Sr. Manager- Internships & Placements

**Introduction**

GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science, Management and Fire & EHS with major emphasis on skill development and producing industry ready manpower.

Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.

Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.

The recruit shall be responsible for developing students and making them proficient in the subject and to facilitate & encourage a learning experience which provides students with the opportunity to achieve their individual potential.

**Roles & Responsibilities**

The recruit shall be responsible for:-

- Overall development of the internship and placement cell in the University. He/she will be specifically responsible to assist in implementing vision statement for training & internship vertical.
- Implementing agenda of the University outreach to Industry and developing corporate relationship and rapport with the potential recruiters
- To tie up with various industrial and business houses for regular industrial visits for the students.
- Conducting meetings with various stakeholders and take such other measures for enhancing the impact of internship & placement activities.
- Preparing an annual calendar for end of semester internship of students from various Schools, develop internship program in collaboration with Sr. Manager & Officer-Training and Internship, sensitize and guide faculty, students and industry representatives about their roles and expectations from them, collaborate with the industry and other local organizations for internship opportunities, send students for internship at the end of every semester, ensure that a faculty and one industry nominee frequently guide the students during the program and assess performance of every student, follow and update the Internship Manual of University and perform all such other roles that are required for achieving the outcomes from this major activity.

- Preparing a branding & promotion plan for improving visibility of internship program of GSFC University and implement it effectively.
- Preparing placement brochure for final placement.
- Organizing pre-placement visits to perspective companies.
- Organizing rigorous grooming and training sessions for employability skills enhancement.
- Continuation and sustenance of placement activities within the stipulated period, till all the students are placed.

**Qualification**

MBA (full-time courses) with First Class / equivalent Grade from a reputed institution.

Candidates holding Bachelor degree with exceptional experience and skills can also be considered

**Experience**

10 or more than 10 years' experience of serving in industry/ premium institutions out of which minimum five years in a senior position preferably in Corporate relations, training or HR.

**Skills**

- Excellent team leader
- In depth knowledge of our University, the company to be approached, positions being offered by the company, identify the reasons why our candidates are best fit for the roles being offered by the company
- Awareness of industrial clusters in terms of sectors, locations
- Ability to develop sound, credible reciprocal relations with industry
- Interpersonal and human relation skills
- A good PR, liaison and relationship building
- Strong networking & effective communication skills, administrative abilities
- Basic knowledge of IT
- Awareness about industrial operations and trends

**Reporting**

Provost , GSFCU

**Remuneration**

Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

The salary shall have following components -

- A. The core salary
- B. PF as per applicable statutory norms

**Other Benefits**

- Group Mediclaim Insurance Policy and Group Personal Accident Policy
- Treatment at GSFC Medical Center on applicable terms

**Selection Procedure**

Initial scrutiny shall be based on the quality and number of years of experience, as well as the qualification required for the position.

Shortlisted candidates shall be given an assignment which they will be required to submit within a stipulated amount of time. The assignment shall be reviewed by a committee formed by the President of the University.

During the interview/discussion the assignments submitted by the candidate will be discussed extensively.

**Tenure of Appointment**

The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The contract may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. API for Teaching staff.

**Location**

Vadodara, Gujarat. However some tours to various industrial units within India and visits to other academic and R & D establishments will be expected.