



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

Vacancy for the post of Placement Officer in National University Students' Skill Development Programme (NUSSD), TISS

Tata Institute of Social Sciences (TISS) has embarked on an innovative skill development programme for university students. TISS has collaborated with 11 Universities in 9 states to help aspiring students gain skills that make them employable; skills that could help secure their future, and give them an equal chance at a sustainable job or livelihood. For more details, please visit <http://nussd.tiss.edu/>

Applications are invited for the post of **Placement Officer** in NUSSD project. He/ She is expected to organize and support NUSSD placement process. He/ She should have good industry connects.

Number of position: 1

Location : Mumbai

Job Type : Full-time

Salary : Approx. Rs. 40,000 - 50,000/- (As per experience)

Professional Requirements:

1. The candidate must hold a Masters degree in Management and HR with 5 - 8 years of experience
2. Experience in working in a similar environment
3. High level of organizational and planning skills
4. Ability to work under pressure at key times
5. Excellent interpersonal and ability to interface with stakeholders: students, teachers and staffs, corporate

6. Willing to travel extensively.

Duties & Responsibilities:

1. To organize placements and support students in the placement process
2. To have close liaison with industry for placement of students
3. To work in consultation with Coordinator Industry/Institute and with the Central Team
4. Organizing lectures of the professionals/ experts from Industry and Academia
5. To collect feedback from the companies coming for placement
6. To assist with placement correspondence and telephone enquiries
7. To mobilize a pool of experts from Academia, industry and Corporate to train students for job oriented skills
8. Conduct Training programmes for soft skills and for interview facing skills for the students
9. Creating database of students, companies, employers
10. Ensure that processes are in place for monitoring and reviewing program
11. Responsible for on-time and smooth delivery of the courses at the college

Interested candidates may send their Resumes/CVs along with their letter of interest in not more than 350 words.

Kindly apply with the subject line – ‘Application for the position of Placement Officer - NUSSD’ and email it to cv-nussd@tiss.edu

Last date of receiving application: May 05th, 2019, Till 5:00 PM

Shortlisted candidates will be called for an interview through phone and email.

The selected candidates have to join immediately.

Project Leader