3rd August 2015

Advertisement for Positions in Centralised Placement Cell

TISS : Centralised Placement

The Centralised placement cell of TISS, which is responsible for the end to end placement and training activities for students for all campuses (4 locations Mumbai, Guwahati, Tuljapur, Hyderabad). We invite applications for various positions listed below

Posts : 4

Posts –

1. Manager – Marketing & Outreach
2. Manager – Training and Core Competency Dev Unit
3. Administrative – Campus Recruitment Officer
4. Administrative - Associate Information Technology Enabler

Process

1. Interested graduates are requested to fill the attached Response Sheet by 7th August 2015
   http://goo.gl/forms/Fn3ricjPe4
2. Please also send in your resume along with a covering letter or Statement of Purpose to tisscpc@gmail.com by 10th August 2015
3. Shortlisted candidates will be informed telephonically
4. Selection process will comprise of a written test and a personal Interview

Details of each position is attached below, at any point of time, if you need to understand anything about the role please write to tisscpc@gmail.com

1. Title: Manager – Marketing & Outreach, Details of the positions: 1. Location – Mumbai – however will involve travel to other locations

Job Description:

The Manager for Marketing and Outreach will be responsible to collaborate with various stakeholders in order to identify and create a pool of recruiting organisations. The individual
would be responsible for marketing various courses to potential Recruitment organizations and converting potential recruiters to actual recruiters

**Qualifications:** Experienced sales person, with a background of HR, Sales in executive search organizations would be ideal. MBA – Sales /HR with 5 – 7 years experience

**Nature of Employment:** This is a contractual position for 1 year

**Salary:** The salary will commensurate the job, compensation range is between 30,000–40,000 pm

2. **Title:** Manager – Training and Core Competency Dev Unit. Details of the positions:

- **Location:** Mumbai – however will involve travel to other locations

**Job Description:**

The Manager – Training and CCDU will be responsible to identify the skill gaps both technical and functional skills for students of all courses across all campuses. The incumbent would need to then design, develop and roll out training programs which would cater to these needs. Designing of a bouquet of elearning modules and also provide the organise necessary refresher training programs prior to the actual job interviews.

**Qualifications:** Experienced person training, elearning, course design in case of training organizations would be ideal. MBA – HR with 5 – 7 years experience

**Nature of Employment:** This is a contractual position for 1 year

**Salary:** The salary will commensurate the job, compensation range is between 30,000 – 40,000 pm

3. **Title:** Administrative – Campus Recruitment Officer. Details of the positions:

- **Location:** Mumbai – however will involve travel to other locations

**Job Description:**

The Officer – Campus Recruitment Officer – would be a SPOC for the entire placement Process with all the stake holders. The individual will be responsible for ensuring that the placement process is smooth, and all students get their offer letters. The individual would also be responsible for process flow, Stakeholder engagement and customer feedback and improvements

**Qualifications:** Experienced person training in an administrative positions (2 years / freshers welcome) MBA – HR preferable. Willingness to learn, and taking initiative will be appreciated
**Nature of Employment**: This is a contractual position for 1 year

**Salary**: The salary will commensurate the job, compensation range is between 20,000 - 30,000 pm

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4. **Title**: Associate- Information & Technology Enabler, Details of the positions: 1. **Location** – Mumbai – however will involve travel to other locations

**Job Description:**

The Officer – D&D – would be responsible for digitization and automation of key placement processes. The incumbent would be a SPOC for the entire database of all stakeholders. He would have to create and update the CPC website, automate the processes and also handle all emails and correspondence from stakeholders. Technically capable of creating websites, php, Java, Oracle DBS HTML experience preferable

**Qualifications:** Experienced person training in an administrative positions (2 years / freshers welcome) MBA – HR preferable. Willingness to learn, will be appreciated

**Nature of Employment**: This is a contractual position for 1 year

**Salary**: The salary will commensurate the job, compensation range is between 20,000 - 30,000 pm