



B K Birla Institute of Engineering & Technology, Pilani

Job Description for Training & Placement Coordinator

Job Title: Training & Placement Coordinator

Location: B K Birla Institute of Engineering & Technology, Pilani (Rajasthan)

Department: Training and Placement Cell

Job Summary:

The Training & Placement Coordinator is a vital member of the Training and Placement Cell within our esteemed engineering institute. The primary responsibility of the Coordinator is to facilitate the successful transition of our engineering students into the professional world. This role involves liaising with industry partners, organizing placement drives, providing career guidance, and to equipping students with the necessary skills to secure job opportunities.

Key Responsibilities:

- ❖ **Industry Engagement:** Establish and maintain relationships with various industries, companies, and organizations. Act as the primary point of contact between the institute and industry partners.
- ❖ **Placement Drives:** Plan and execute placement drives and job fairs on campus. Coordinate with companies to schedule interviews and recruitment activities.
- ❖ **Student Career Support:** Provide career counseling and guidance to students, assisting them in making informed career decisions. Offer resume building and interview preparation support, including conducting mock interviews.
- ❖ **Soft Skills and Personality Development:** Organize and conduct training sessions to enhance students' soft skills and personality traits, fostering professionalism and confidence.
- ❖ **Internship Coordination:** Facilitate internships and industrial training opportunities for students, ensuring their exposure to real-world work environments.
- ❖ **Job Listings and Off-Campus Support:** Maintain a database of job openings and internship opportunities. Assist students in applying for off-campus job opportunities.
- ❖ **Placement Records and Statistics:** Keep accurate records of placement data and statistics for reporting and promotional purposes.

- ❖ Feedback and Continuous Improvement: Collect feedback from recruiters and students to enhance the quality of placements and training programs.
- ❖ Networking Events and Seminars: Organize networking events, seminars, and workshops to connect students with industry experts and keep them informed about industry trends.
- ❖ Research and Data Analysis: Conduct research to identify industry trends and demands, using data to align the institute's curriculum with industry requirements.
- ❖ Mock Tests and Assessments: Conduct mock tests and assessments for competitive exams as part of the recruitment process for specific companies.

Qualifications:

- ❖ A Bachelor's degree in any relevant field (a Master's degree is a plus).
- ❖ Experience in a similar role, preferably in an educational or corporate setting.
- ❖ Passionate to secure job opportunities for Students.
- ❖ Strong communication, interpersonal, and networking skills.
- ❖ Knowledge of current industry trends and demands in the engineering sector.
- ❖ Proficiency in using office software, database management, and job portal platforms.
- ❖ A passion for mentoring and guiding students in their career development.

How to Apply:

Interested candidates should submit their resume and a cover letter outlining their qualifications and experience related to the role. Please send your application to director@bkbiet.ac.in with the subject line "Training & Placement Coordinator Application - [Your Name]."