



## Thiagarajar School of Management (TSM)

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### Lead - Placements (Deputy Head) – Job Description: Roles and Responsibilities

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#### 1. **Institutional branding and Placement:**

- a. Work to position the institution among one of the best in the country.
- b. Strategize and achieve successful career outcomes for the graduating class through a robust campus recruitment process.
- c. Come out with strategies to increase placement/internship opportunities.
- d. Get new companies & strengthen existing network towards placement.
- e. Work to enhance average and median salary structures.
- f. Ensure a vibrant student – industry engagement at campus.
- g. Address enhancement areas based on recruiters' feedback.
- h. Work with faculty and admission teams towards institutional objectives.
- i. Create new and innovative placement and industry partnership models.

#### 2. **Industry, Alumni and external linkages:**

- a. To have close liaison with industry leaders, senior management and Head of HR and related areas for the placement of students.
- b. Invite CEOs, CXOs & HR-Heads for guest lectures / special events.
- c. Participation in key HR & sectoral events for positioning the institution.
- d. Organise an annual major event involving industry and HR Heads.
- e. Enhance institutional awareness and organise industrial visits.
- f. Engage with all key alumni and make active across various areas.

#### 3. **New Recruiters:** Get new recruiters, major players and prominent companies from South and rest of India for recruitment.

#### 4. **Training & Development:**

- a. Prepare, counsel and enhance hiring potential of students.
- b. Arrange training programmes for soft skills, on job training and interview-facing skills for the students using institutional and external expertise.
- c. Work to strengthen the student skill sets and industry exposure.

#### 5. **Databases:** Maintain up-to-date databases of key recruiters and get details of new companies periodically.

#### **Key Skills:**

- Excellent communication and networking skills with industry / HR communities.
- Result oriented proactive leader and go-getter with high integrity level.