



## Thiagarajar School of Management (TSM)

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### Placement Officer – Job Description: Roles and Responsibilities

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1. **Placement:**
  - a. Handle day-to-day activities in placement & hiring process seamlessly.
  - b. Achieve targets assigned for the annual recruitment process, summer internships and live projects.
  - c. Get industry feedback on students and work on key action areas.
  - d. Get new companies through a focussed market outreach.
  
2. **Industry and Alumni Connect:**
  - a. Have close liaison with corporates, PSUs, MNCs and major start-ups.
  - b. Invite companies for hiring process, internships, live projects etc.
  - c. Create / maintain databases on alumni along with their present positions.
  - d. Engage alumni across different areas like skilling, industry outlook etc.
  - e. Help to arrange for expert talks by senior industry professionals.
  - f. Arrange workshops on industry and entrepreneurship.
  - g. Plan and engage with corporates for strategic activities including guest lectures, panel discussions, conclaves, workshops, competition, quiz etc
  
3. **Student coordination and Recruitment:**
  - a. Complete coordination of campus drives from contacting companies, procuring JDs, getting nominations, sending to companies, conducting campus recruitment, facilitating final selection, appointment/ acceptance letters and sending reports after every round with overall updates.
  - b. Getting feedback about the students from the recruiters and putting a system in place to address the gap and improvement areas.
  - c. Assist in getting internships and placement of students.
  
4. **Databases:** Maintain database of corporates across sectors, cities and states.
  
5. **Career Guidance, Training and Development:**
  - a. Arrange pre-assessment for students and grooming them in areas where they require special attention.
  - b. Identify vendors for training and development as per the requirements.
  - c. Monitoring the training activities to ensure that all gaps are addressed.
  - d. Handle career counselling, skill development, soft skills, personality development, communication, interview skills, interpersonal skills, etc.

#### Key Skills:

- Very good communication skills (oral & written). Positive and proactive approach.
- Ability to build strong relations with industries, PSUs, MNCs, and other entities.
- Ability to facilitate industry institute interaction and work with short turnaround time.