

Recruitment for Associate/Assistant Manager (Placements and Partnerships) at Badruka School of Management

About Badruka School of Management (BSM):

BSM envisions itself as a premium Business School in Hyderabad, which will offer a new-age multidisciplinary curriculum to prepare future leaders to impact business and create an inclusive and sustainable society. The curriculum integrates fundamental management courses with modules on technology, analytics, and design so that students can understand the practice of management in a digital economy. The modules on essential workplace skills, leadership, and entrepreneurship will prepare our students for a role in the evolving landscape of work.

BSM aims to create a school of global standards with an increased focus on blended learning, data, and research, along with developing the right attitude among the students to transform them into lifelong learners and team workers. BSM will be a part of the rich legacy of the Badruka Education Society, which has a reputable portfolio of higher education institutions based in Hyderabad since 1950.

Job Title	Associate/Assistant Manager (Placements and Partnerships)
Location	Medchal, Hyderabad, Telangana
Reporting to	Sr. Manager (Placements and Partnerships)
Preferred Qualifications & Experience	<ul style="list-style-type: none"> ● Bachelor's degree from a recognised university with 2+ years of relevant experience ● Proficiency in MS Office ● Good written and verbal communication skills. ● Good interpersonal skills & team working abilities. ● Strong organisational skills with the ability to multitask and prioritise effectively ● Passion for building world-class institutions of higher education
Job Responsibilities*	<p>Corporate Outreach</p> <ul style="list-style-type: none"> ● Support existing teams in Outreach for the Placements and Partnerships based on business objectives ● Requirement-based outreach for placement and internship of different cohorts at BSM ● Relationship building with organizations from a variety of sectors and industries and on-ground execution of placement processes

Campus Address: Badruka School of Management, Dabilpur Village, Medchal Mandal,
Medchal-Malkajgiri District, Telangana - 501 401

Head Office: Station Road, Kachiguda, Hyderabad - 500 027



	<p>Data Management and Analytics</p> <ul style="list-style-type: none">● Maintain and manage data related to the Partnerships and Placements department● Manage various databases and keep updating data points by liaising with other departments● Aligning outreach data with student and placement data – consolidated reporting● Create and update presentations for management and other stakeholders <p>Student Engagement</p> <ul style="list-style-type: none">● Engage with students of different cohorts through one-on-one career counselling, town halls and other activities.● Counsel students (one-on-one and in groups) on various placement-related issues such as resume building, group discussions etc.● Channelizing the Career Prep programme to enhance the employability of students● Coordination with various student committees● Manage operations at campus for placements and internships of students
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Remuneration

Will be competitive with Indian non-profit pay scales and will depend upon the candidate’s experience levels and the overall salary structure of BSM.

Application Submission Process

Applications may be submitted through the following link: <https://bit.ly/43htrkO>

Only shortlisted candidates will be contacted. BSM is an equal opportunities employer.

**Job responsibilities stated are not to be taken as an exhaustive statement of duties. Employees may be required to perform other job-related duties as necessary.*