

# Submission deadline extended to 30th April 2024

## **Job Opening: Manager, Placement Cell Department of Economics, Delhi School of Economics**

Placement Cell of the Department of Economics, Delhi School of Economics is a collective initiative by the students to help the desiring and eligible applicants from the Department find suitable jobs during/after completion of their study. The management of the Placement Cell is through a Trust comprising regular faculty members of the Department of Economics.

### **Job Description:**

As the administrative head of the Placement Cell, the Manager has a leadership role and is responsible for managing all of the activities of the Placement Cell. *Inter alia*, s/he is required to

- (i) communicate with national and international recruiting companies, academic institutions, government and non-governmental organisations,
- (ii) handle logistics of placement meetings and interviews,
- (i) interact with faculty to coordinate the placement activities keeping in mind the teaching schedule and other academic events of the department, and
- (ii) ensure proper maintenance of receipts and expenditure balance sheets and coordinate with the Chartered Accountants in compiling the annual accounts.

In these functions, s/he is assisted by the elected student placement coordinators who report to her/him and is guided and mentored by faculty.

### **Minimum Educational Qualifications:**

Bachelor's degree in any subject. Other things equal a diploma/certificate in accounting would be an advantage.

### **Work experience:**

At least 2-3 years in a similar role.

### **Other Requirements:**

- Proven track record of strong written and oral communication skills including the ability to independently draft letters, memos, and emails and to interact with recruiting teams from various companies and other professionals.
- Demonstrable fluency in written and spoken English is essential.
- High level of competence with commonly used software such as Word, Excel and PowerPoint.
- Working knowledge of bookkeeping methods and related software.
- Ability to manage recruitment activities for summer interns and final placement.
- Ability to lead a team of 10 student placement coordinators in liaison with the faculty in charge of the Placement Cell.

The ideal candidate will be a dynamic self-starting person with a willingness to learn. This position offers high visibility and scope for professional growth.

Remuneration is competitive based on qualifications and experience.

Please apply with a CV and names and contact information of two references to [Placementoffice@econdse.org](mailto:Placementoffice@econdse.org)

The position is available immediately. Applications will be accepted till April 30, 2024

. Only shortlisted candidates will be contacted and invited for a face to face interaction.