

Job Description – Head Career Services

About the Role:

- Overall responsibility of the Placements vertical for IMI for all three campuses – New Delhi, Kolkata & Bhubaneswar

Key Responsibilities:

- Develop and execute a comprehensive placement strategy that aligns with the career goals and aspirations of our students.
- Manage a team of Campus Heads & Regional heads to deliver the targeted outcomes for all the three campuses
- Overall delivery of the Final placements and Summer Placements KPI's for all the three campuses
- Ensure the teams deliver best in class recruiter experience and work towards enhancing their feedback year on year
- Provide guidance and support to students throughout the placement process & monitor the L&D partner impact and efficiency
- Monitor and analyse placement trends and industry demands to identify potential recruitment opportunities for students
- Maintain a database of corporate contacts, job openings, and student profiles to facilitate smooth and efficient placement processes
- Coordinate with other departments and stakeholders to ensure seamless coordination and execution of placement activities
- Keep abreast of industry developments, market trends, and changing recruitment practices to provide relevant and up-to-date guidance to students.

Requirements:

- A minimum of 15-18 years of experience in corporate relations, placements, or a related field
- Proven track record of building and maintaining strong relationships with corporate organizations
- Excellent communication, negotiation, and interpersonal skills
- Strong analytical and problem-solving abilities
- Ability to work collaboratively with multiple stakeholders
- Knowledge of industry trends and recruitment practices
- Experience in organizing placement events and managing placement processes
- Comfortable in using technology for recruiter CRM, student database, and placement operations

Key Performance Indicators (KPIs):

- 100% Placements – Finals & Summers across all campuses



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- Increase in Avg CTC, Median CTC and highest CTC
- Increase in retention of targeted existing recruiters
- Increase In PPO% across campuses
- Getting new roles & new companies for the placement process

Reporting:

- Director General – IMI
- Additionally dotted line reporting to Director – Kolkata Campus & Director – Bhubaneswar campus

Please apply with detailed CV to dg@imi.edu with subject line “Application for Head Career Services”. CV should include the LinkedIn URL.