

# **Sales/ Marketing / Placement Officer**

## ***Summary:***

Coordinates and assists in job search and placement for students. for currently enrolled students.

Maintains confidential client and referral records.

Administers job surveys and inventory questionnaires.

Delivers and/or coordinates presentations, workshops, and seminars, as appropriate to the position.

Manage the daily operation of placement services, including recruitment and student career advisement.

## ***Duties and Responsibilities:***

1. Evaluates performance and makes recommendations for personnel actions; motivates students to achieve peak productivity and performance
2. Administers and supervises an academic placement and recruitment program; counsel's students and faculty on career issues.
3. Plans, schedules, and delivers presentations on career development, career skills, and career opportunities to students/ faculty.
4. Oversees day-to-day placement, career advisement, and recruitment activities.
5. Coordinates activities with faculty, students, and the business community.
6. Coordinates and collaborates with other placement offices.
7. Represents the organization at various community and/or business meetings; promotes existing and new programs and/or policies.
8. Maintains contact with local employers to obtain information on job opportunities, to develop and enhance working relationships, and to facilitate client placement.
9. Maintains a database of employment possibilities and resource library, including career guidance references, college catalogs, employment literature, and related information.
10. Assists clients in the job search and advises them on procedures for obtaining employment.
11. Coordinates or provides training in writing resumes, completing applications, and interviewing.
12. Ensures strict confidentiality of client records.
13. Performs miscellaneous job-related duties as assigned

## ***Minimum Job Requirements:***

Bachelor's degree with 3 to 5 years experience or M.B.A with 1-2 year experience directly related to the duties and responsibilities specified.

## ***Knowledge, Skills, And Abilities Required:***

- Knowledge of career counseling principles and practices.
- Ability to develop and deliver presentations.
- Ability to develop and implement recruitment plans.
- Organizing and coordinating skills
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain confidentiality of records and information.
- Assessment and referral skills.
- Knowledge of career counseling principles and practices.