



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Manager EDC	DEPARTMENT: Executive Development Centre (EDC)
POSITION REPORTS TO: Head of Student Support Services	
POSITION IS REPORTED BY: Asst. Manager EDC, Executive Development Officers (EDO), Alumni Officer	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Job Placements and internships<ul style="list-style-type: none">• Maximizes placement opportunities for SZABIST graduates including management trainee programs, internships and other miscellaneous jobs. Strategizes for marketing and improves employability potential of the SZABIST graduates• Overall responsibility for timely dissemination of placement related information to the students.2. Corporate and HR Networking, including<ul style="list-style-type: none">• organizational visits;• Relationship building and expanding contacts with the MNCs as well as local organizations encouraging them to conduct recruitment drives and various other on-campus activities.3. Alumni Engagement<ul style="list-style-type: none">• Ensuring updated alumni database• Alumni reunions• Look after SZABIST Alumni Global Association (SAGA)-Campus4. Reporting and Research<ul style="list-style-type: none">• Monthly reports of EDC activities (internships, placements, recruitment drives, alumni engagements• Collection of employer feedback and assessment of demand in the market• Collection of alumni feedback• Custodian of all EDC data and ensures compilation and analysis of the same for management information.5. Events:<ul style="list-style-type: none">• Oversees<ul style="list-style-type: none">• Job Fair• Corporate Advisory Board• Alumni Advisory Board• HR Networking teas/ dinners• Corporate Finesse Workshops• Mock Interviews• Ambassador shows• Placement and Internship Drives• Alumni Reunion	



- Convocation
- Develops an EDC calendar
- 6. Trainings
 - Solicit corporate trainings;
 - Make proposals, get approvals, market and organize trainings and conduct feedback
- 7. Communications and Marketing
 - Oversees GD,
 - Contribute to SZAB'nings, the SZABIST Annual Report and other SZABIST corporate communications.
 - Ensures proper EDC branding and promotion using multiple media.
 - Help design EDC giveaways for alum and corporates
- 8. HR and Finance
 - Develops the EDC budget in consultation with the Head of Student Support Services and submits for approval to the VP Academics.
 - Submits objective and timely appraisal of the EDC staff to the HR department.
 - Solicit sponsorships
- 9. Responsible for managing all EDC events.

PERSON SPECIFICATION

(1) Academic Qualification Required

MBA or Equivalent Qualifications

(2) Specific Job-related Skills Required

1. Communication Skills, both writing and verbal.
2. Presentation Skills
3. Counseling Skills
4. Problem-Solving Skill
5. Ability to organize the work and meet the deadlines

(3) Specific Job-related Traits & Behaviors Required

1. Punctuality
2. Integrity
3. Work interest, devotion and commitment
4. Professional Appearance
5. Discipline

(4) Experience Required

At least 3 years of experience in the related field