



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Executive Development Centre Officer	DEPARTMENT: EDC
POSITION REPORTS TO: EDC Manager	
POSITION IS REPORTED BY: N/A	
MAJOR JOB RESPONSIBILITIES	% of Total Work-load
<ol style="list-style-type: none">1. Communicates with the potential employers for placements and internships opportunities and for the students in consultation with the Manager EDC.2. Undertakes the pre-recruitment activities like posting job/ internship opportunities, collecting and screening résumés as per company requirement for all open positions and maintaining record of placement facilitation.3. Assists the Manager EDC in exploring placement opportunities through PR network, company websites, job portals, print and social media.4. Assists the Manager EDC in arranging on- campus recruitment drives and employer branding activities, including coordinating with the employer organizations and liaison with all concerned departments.5. Assists the students regarding the matters of placement and internships and responds to individual placement related queries.6. Maintains an MIS database of the all organizations and record of employment data.7. Participates and represents EDC and SZABIST at different exhibitions and events.8. Updates EDC website, EDC Facebook page, student e-groups and campus notice boards for information related to current openings, including jobs and internship opportunities.9. Issues 'Internship Reference Letters' and provides related advise to requesting students.10. Requests for and compiles student related feedback from companies.	



PERSON SPECIFICATION

(1) Academic Qualification Required

Graduation or equivalent qualification, preferably Masters in Business Administration

(2) Specific Job-related Skills Required

1. Communications and Interpersonal Skills
2. Presentation Skills
3. Counseling Skills
4. Computer Skills
5. Problem-Solving Skill
6. Ability to organize the work and meet the deadlines

(3) Specific Job-related Traits & Behaviours Required

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