

Job Description for a Director -CRC

- To coordinate between the industry/company & the University for internship and placement of the students.
- Overseeing day-to-day placement, career advertisement, providing training in writing resumes, completing applications & facing interviews.
- To project the image of the University through professional client relationships.
- Company visit & arrangement of corporate talks for the students.
- Coordinate and facilitate internships, job placements, and corporate interaction for students. This includes assisting students with resume writing and preparation for the selection process.
- Actively engage in industry associations and networks to stay updated on market trends and job market demands.
- Provide guidance and support to students in their career development, including helping them explore career options, advising on industry trends, and assisting with goal setting and action planning.
- Maintain accurate records and databases of internship and job opportunities, placements, and employer contacts. Generate reports and analyze placement data to assess effectiveness identify areas for improvement and produce requisite data and information as and when required.
