



Requires

Career Acceleration Specialist & Cell Coordinator
for Career Accelerator Cell at IIMA

Background: The purpose of this Cell is to support the career acceleration for IIMA alumni by providing tailored career services and professional development opportunities through IIMA's global alumni network and presence in diverse domains. ***There are two positions:***

- A. Career Acceleration Specialist
- B. Cell Coordinator.

A. Career Acceleration Specialist

Primary Function: Responsible for planning, organizing and coordinating career acceleration placements for young IIMA alumni through matching / prospective opportunities in the alumni network; and support the Dean-AER in relationship building and delivery of Cell's key objectives.

Job Title: Career Acceleration Specialist

Department: Alumni & External Relations (AER)

Reports to: Dean – Alumni & External Relations, IIMA

Representative Duties & Responsibilities:

- Interview participating alumni to assess suitability for matching / prospective opportunities as well as experiences and future goals.
- Interview employer partners to understand recruitment needs including skill level and comparable benefits offered.
- Provide individual counselling and guidance in developing self-marketing and branding tools.
- Conduct mock interview support materials relevant to the field of employment and also share constructive feedback to alumni employers.
- Create, implement and maintain policies and procedures related to the program and career services offered through the Cell.
- Facilitate career acceleration workshops or events featuring successful alumni in various domains.
- Create promotional materials (both online & offline) to market program / Cell's activities.
- Gather, compile, and analyze information identifying job market data, trends, and opportunities.
- Act as a liaison between Institute and alumni to ensure the timely communication of information and adherence to Cell's policies and procedures.
- Participate in meetings with alumni to discuss and provide guidance regarding individual career options.

Qualifications:

- Bachelor's degree in a related field (Master's degree will have added advantage)
- Minimum five years of relevant experience (career development / counselling/ placements)

Knowledge & Skills:

- Excellent Communication Skills
- Strong Interpersonal Skills
- Breadth of Knowledge across Domains
- Time Management and Team Work Ethic

Interaction: This position requires the individual to work closely with the Alumni and External Relations Office while taking direction from the Dean-AER, IIMA. He/she must possess great attention to detail and have strong leadership as well as relationship building skills. This individual must understand, maintain, and uphold the values and vision of IIMA.

To apply: Please send a cover letter and resume to alumni@iima.ac.in with “Career Acceleration Specialist” in the subject line.

B. Cell Coordinator

Primary Function: Responsible for back-end management of the portal and administrative / office support functions for day-to-day work; support team (and Dean-AER) in overall delivery of Cell’s key objectives.

Job Title: Cell Coordinator

Department: Alumni & External Relations (AER)

Reports to: Dean – Alumni & External Relations, IIMA

Representative Duties & Responsibilities:

- Manage office activities including updating portal and day-to-day functions to maintain efficiency and compliance with Cell’s objectives.
- Assist in administrative and support activities for smooth functioning of the Cell.
- Prepare agendas & meeting notes, make travel & event arrangements, and maintain calendars for senior management.
- Oversee email / phone correspondence and distribution of all marketing / promotional material (both online & offline).
- Maintain office supplies inventory and expenses; liaise with other departments as needed.
- Maintain records, documentation and alumni files (both employee & employer).
- Perform other related duties as assigned.

Qualifications:

- Bachelor’s degree in a related field
- Minimum two years of relevant experience

Knowledge & Skills:

- Excellent Organizational Skills
- Strong Computer Skills
- Attention to Detail
- Time Management and Team Work Ethic

Interaction: This position requires the individual to work closely with the Career Accelerator Specialist while taking direction from the Dean-AER, IIMA. He/she must possess strong supervisory and managerial skills as well as the ability to prioritize tasks for on-time delivery. This individual must understand, maintain, and uphold the values and vision of IIMA.

Location: The selected candidate will be working from IIM Ahmedabad campus. IIMA provides access to the library and computer center. If selected, the candidate is expected to manage their own accommodation, outside the IIMA campus which is centrally located within the city of Ahmedabad.

To apply: Please send a cover letter and resume to resume to alumni@iima.ac.in with “Cell Coordinator” in the subject line.

For both positions;

Last date to apply: *February 12, 2024*

Compensation: Compensation will be commensurate with the qualification and experience.

Shortlisted candidates will be invited for online or in-person interview. We will only contact candidates shortlisted for interview. We will not send out letters of rejection to other applicants. Emails asking for status updates will not be entertained.