

Manager - Student Preparation & Training

About the Role:

Enhance student readiness for placements by leading training interventions, managing recruiter-driven assessments, and supporting CV preparation. This role is pivotal in building student confidence, improving PPO conversion rates, and aligning preparation efforts with recruiter expectations.

Key Responsibilities:

- Design and conduct training programs in collaboration with vendors, manage vendor performance, and ensure alignment with student development goals
- Oversee and improve the quality of student CVs, LinkedIn profiles, and assignments given by recruiters to ensure recruiter readiness
- Liaise with alumni to offer mentoring and mock interview support to students
- Formalize the process of collecting interview experiences and recruiter feedback to build a strong knowledge base
- Consistently track student preparedness through structured assessments and regular performance reviews
- Identify skill or readiness gaps from recruiter interactions and address them proactively with tailored interventions
- Improve PPO conversion rates through focused mentoring and interview coaching

Eligibility:

- Minimum 5 years of experience in training, learning & development, student coaching, or career services
- Familiarity with placement processes, resume evaluations, and recruiter expectations
- Experience managing vendors and alumni networks for training delivery
- Strong verbal and written communication with the ability to guide students and engage external stakeholders
- Proficiency in data analysis to track training effectiveness and participation metrics

Key Performance Indicators (KPIs):

- Student participation and completion rates of training modules
- CV quality improvement metrics and recruiter feedback
- PPO and final offer conversion rates
- Readiness scores from internal assessments and mock interviews
- Recruiter satisfaction with student preparedness

Salary: *We offer competitive salary that reflects current industry standards and candidate's experience.*

Apply: Mail your CV at career@imibh.edu.in mentioning the post applied for in the subject line. The last date for application is 15th June 2025