

Program Manager – Placements & Alumni Relations (TPO)

Location: IIIT-Bangalore

Administrative Reporting to:

1. Registrar

Functional Reporting to:

1. Faculty In-Charge, Placements
2. Head – Strategic Partnerships, Alumni Relations and Career Development

Role Overview

The Program Manager – Placements & Alumni Relations will support the execution of placement processes and employer engagement activities at IIIT Bangalore.

This role requires **strong coordination skills, attention to detail, and the ability to manage multiple stakeholders**, including students, recruiters, alumni, and internal teams. The focus is on ensuring smooth placement operations, timely communication, and reliable data management.

Key Responsibilities

1. Placement Operations

- Support end-to-end execution of placement cycles (internships and full-time roles)
- Coordinate with recruiters for job postings, interview scheduling, and hiring workflows
- Manage student applications, job allocation processes, and offer tracking
- Ensure adherence to placement policies and timelines

2. Employer Coordination

- Act as a point of contact for recruiters during hiring cycles
- Support outreach efforts and maintain employer databases
- Assist in organizing placement drives, hiring events, and engagement sessions

3. Student Coordination

- Communicate placement updates, job opportunities, and processes clearly to students
- Support students in navigating placement systems and timelines
- Address basic queries and ensure a smooth candidate experience

4. Alumni Tracking & Engagement

- Maintain and update alumni databases

- Support alumni outreach for mentorship, referrals, and hiring opportunities
- Assist in tracking career outcomes and maintaining records

5. Data Management & Reporting

- Maintain accurate placement, alumni, and student data across systems
- Generate regular reports on placement progress and outcomes
- Ensure data quality, consistency, and timely updates

6. Internal Coordination

- Work closely with faculty, staff, and student committees.
- Support planning and execution of placement calendars
- Contribute to process improvements and documentation

Required Qualifications & Skills

- At least 5 years of experience in placements, career services, coordination roles, or recruitment
- Strong organizational and multitasking abilities
- Excellent communication skills (written and verbal) in English
- Proficiency with data management, spreadsheets, and tracking systems
- High reliability, responsiveness, and attention to detail
- Ability to work effectively in time-sensitive, high-pressure environments

Preferred Profile

- Experience in academic institutions, EdTech, or recruitment environments
- Exposure to campus hiring or early talent programs
- Familiarity with placement processes or student engagement
- Experience in sales

Interested candidates are requested to fill in the form below along with resume latest by May 25, 2026

<https://forms.gle/vizP1EruWTFDnCju7>

Kindly contact HR – hr@iiitb.ac.in in case you face an issue in filling the form