

## **DETAILED JOB DESCRIPTION**

### **Student Placement Manager**

#### ***Job purpose***

To manage the School's external relationships and projects that support the student experience, with a particular focus on industry relationships and other opportunities to provide high-quality student placements, exchanges and projects. To support and deliver other projects that contribute to student employability, industry engagement in the curriculum, as well as internationalization of our student body, promotion of GBU and our students.

The post holder will form part of a developing commercial relations and business development team within GBU.

#### ***Main responsibilities:***

- Working with faculty, develop and deliver a strategic and operational plan to enhance taught student employability, with a focus on key corporate relationships (principally for industry-based research project placements).
- Represent GBU on external bodies concerned with employability and skills.
- Responsible for coordination, liaison and monitoring of all GBU students undertaking industrial projects outside of the institution, and those on overseas exchange visits.
- Work with academic and industry colleagues to define student projects of suitable academic rigour and ensure QA and assessment meets University requirements and standards.
- Manage relationships and take a lead in resolving any difficulties and troubleshooting problems.

#### ***Required***

- Post graduate degree in the life sciences
- Minimum 5 years' experience in industry and / or a student placement role in a higher education institution in India
- Evidence of team working with strong interpersonal, intercultural and communication skills
- This role will require travel within Gujarat and across India as part of normal responsibility of the role.