

Admission and Placement Officer

About WASH Institute

Water, Sanitation and Hygiene Institute (WASH Institute) established during the year 2008, is a registered non-profit government technical, training, research and development organization dedicated to providing practical solutions to tackle a wide range of water, sanitation and hygiene issues in India. The academic wing of WASH academy aims to educate and employ young generations in the Water, Sanitation and Hygiene sector as per the demand across India. To achieve this WASH institutes is looking for candidates with proven experience for the post of admissions and placement officer to join its team at Reddiarchatram, Dindigul.

About WASH Academy

WASH Academy is an academic wing of the Water, Sanitation and Hygiene Institute (WASH Institute) that conducts courses at Reddiarchatram, Dindigul, Tamil Nadu in affiliation with the Madurai Kamaraj University. The following are the courses offered,

1. One year PG Diploma in Environmental Sanitation Science and Certificate Course in Capacity Building for Health Workers from October 2010.
2. One year PG Diploma in Sanitary Inspector`s (PGDSI) course from 2018.
3. One year PG Diploma in Water and Wastewater Quality Management (PGDWWQM) and PG Diploma in Non-Sewer Sanitation from the Academic Year 2021 -2022 onwards

In addition, WASH Institute offers a Two-year Diploma in Multipurpose Health Worker/Sanitary Inspector/ Health Inspector (HI) course from 2019 onwards (Approved by Tamil Nadu Government). And a 3- months skill development program on various key areas approved by NSDC.

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| Name of the position | Admissions and placement officer |
| No. of positions | 1 |
| Duty Station | Reddiarchatram, Dindigul District, Tamil Nadu |
| Required Qualification | <ul style="list-style-type: none">• Master`s in Management• At least 10 years of prior experience on admissions or placement for students in professional courses. |

Key Responsibilities

- Maintains admission guidelines by writing, updating, and recommending changes to admission criteria, policies and procedures.
- Markets programs and facilities by preparing and providing informational brochures; writing and placing advertisements; answering questions; conducting tours.
- Support the students throughout the admission process
- Review the student applications for eligibility and academic qualification.

- Develop, implement and manage a variety of job placement and work-based learning activities for students, including assessment for job readiness, career exploration, coaching and/or counselling, and job preparation skills training.
- Liaison and promoting placements of graduates to various prospective employers
- Provide direct support to students, including information and guidance about requirements of specific occupations; job market trends; proper work habits; and techniques for competing for jobs, preparing resumes, and interviewing strategies.
- Connect students to employers by facilitating interviews, matching students to internship sites, assisting with job placement and internship.
- Organise and deliver session on soft skills and interview preparations.
- Prepares and present admission and placement reports to the management.
- Participate in institutes administration activities.

Languages

Full professional proficiency in English and Tamil.

Salary Package

The annual Salary (CTC) will be commensurate with the available skills and fitment of the incumbent as per the selection process.

CTC range: 4.8 – 6 Lakhs per annum

How to Apply

Please submit your recent curriculum vitae, including up to a 250 words summary explaining your relevant experience towards the job role. Application can be e-mailed to the following address: **careers@washinstitute.org**

Only shortlisted candidates will be contacted. When e-mailing, please mention the post and location in the “subject” line.

WASH Institute is an equal opportunity employer and qualified women candidates are encouraged to apply.