

# DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY

DSEU Dwarka Campus, Sector-9, Dwarka, New Delhi-110077

## RECRUITMENT FOR THE POST EXTERNAL RELATIONS MANAGER

Govt. of Delhi had enacted Delhi Skill and Entrepreneurship University Act 2020, Department of Law, Justice and Legislative Affairs vide its notification No. F.14(65)LA-2020/CONS2LAW/82-91 dated 26<sup>th</sup> May, 2020 has published this Act for general information (Delhi Act of 04 of 2020) conveying the assent of Hon'ble Lt. Governor of Delhi dated 26<sup>th</sup> February, 2020. An Act to provide quality education in applied sciences and skill education in various disciplines of education and to take advantage of demographic dividend; design and impart skills-oriented programmes to address the challenges of developing, trained and employable human resources for national growth.

The Delhi Skill and Entrepreneurship University (DSEU) is looking for experienced and dynamic Professionals to be a part of the external relations team at DSEU.

### EXTERNAL RELATIONS MANAGER

1	Name of Position	External Relations Manager
2	Number of Positions	2 (two)
3	Method or Recruitment	Contract based through open market
4	Age limit	Candidate should be below 45 years of age as on the date of advertisement
5	Period of contract	One Year (may be extended further based on discretion of the University)
6	Remuneration (per month)	Rs. 80,000/- to Rs 90,000/-
7	Education qualification	<u>Essential</u> First Class Master's degree from a reputed institution (preferably in communication, development studies, economics or related fields)
8	Experience	<u>Essential</u> <ul style="list-style-type: none"><li>• Minimum 5 years of demonstrated experience in fostering external relations, alumni &amp; other stakeholders, especially at an educational institute</li><li>• Strong presence, refined communication and managerial skills</li></ul> <u>Desirable</u> Any fellowships during last experience, past experience of working with multi-sectoral organization or with a top consulting firm.
9	Job Description/ Requirements	<ul style="list-style-type: none"><li>• To develop a strong ecosystem of support for students through in-house career counseling and enhance</li></ul>

		<p>employability through pre-placement training and preparation.</p> <ul style="list-style-type: none"> <li>● Create an ecosystem to engage students in activities for overall development such as setting up various chapters of national and international societies/associations.</li> <li>● Connecting alumni and industry professionals with the university at large.</li> <li>● Providing a platform to industry, faculty members and students to work together on projects, co-innovations, and joint research work etc.</li> <li>● Providing students/faculty an opportunity to get the industry mentorships.</li> <li>● Responsible for fostering alumni relationships and charting long-term engagement strategies at central level. Furthermore, plan and conduct large scale alumni outreach events</li> <li>● Coordinate with campus level Alumni Relations In-Charges to ensure that central policies are being implemented and duly observed.</li> <li>● Manage the set-up and disbursement of centralized alumni endowment fund, in direct consultation with the Director and VC/Pro-VC. Also, ensure that funds are being responsibly utilized for the welfare of the university in toto.</li> <li>● Work with external relations executive to set-up and regularly update centralized alumni data repository.</li> </ul>
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