

NOTIFICATION NO. 12/2026

Administrative Office

Manager / Assistant Manager – Industry Relations

The University invites applications from qualified and dynamic professionals for the positions of Manager / Assistant Manager – Industry Relations in the Placement & Career Services Department.

The selected candidates will be responsible for building strategic industry partnerships, strengthening campus recruitment, coordinating internships and placements, organizing employer engagement activities, enhancing industry collaborations, and supporting student career development across various Schools of the University.

Minimum Qualifications& Experience

1. Bachelor's Degree in Engineering, Management, Commerce, Agriculture, Life Sciences, or any other relevant discipline from a recognized University.
2. MBA (HR/Marketing/Agri Business Management or related specialization) is preferred.
3. Assistant Manager: 2–5 years of relevant experience.
4. Manager: 5–7 years of relevant experience.
5. Experience in Industry Relations, Corporate Relations, Placements, Recruitment, HR, Career Services, Business Development, or Higher Educational Institutions will be preferred.

Required Skills and Competencies

1. Strong corporate networking and relationship management skills.
2. Excellent communication, presentation, negotiation, and coordination skills.
3. Knowledge of campus recruitment, placement operations, and employer engagement.
4. Proficiency in CRM, MIS, Microsoft Office, and reporting tools.
5. Strong organizational and stakeholder management skills.

Job Responsibilities

1. Develop partnerships with corporate organizations, industries, startups, government agencies, and research organizations.
2. Coordinate campus recruitment drives, internships, placements, employer visits, and industry interactions.
3. Organize guest lectures, workshops, leadership talks, conclaves, and networking events.
4. Collaborate with faculty to identify industry skill requirements and enhance student employability.
5. Guide students on career opportunities, internships, and placements.
6. Prepare placement reports, presentations, analytics, and maintain CRM, MIS, recruiter, and placement databases.

7. Achieve placement and internship targets and submit periodic reports to the Head – Placement & Career Services.

Interested candidates may download the Non-Teaching Application Form from the University website: <https://kaveriuniversity.edu.in/downloads/> Applicants should submit the completed application form along with **Resume and experience certificates** (in a single PDF document) to: careers@kaveriuniversity.edu.in

Last date for submission: 26-08-2026.

Registrar



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