

JOB DESCRIPTION

Position Title	Mgr – TA (Campus Engagement)
Company	Gujarat Fluorochemicals Ltd.
Grade / Level	Level – IV
Division / Department	Human Resources
Location	Noida

1. JOB PURPOSE

<ul style="list-style-type: none"> Campus Relations professional leads the design and implementation of an integrated approach to campus recruiting and establish strong relationships with targeted universities through student engagement activities, student leaders, professors, and key faculty.

2. ORGANISATIONAL CHART

This position shall report to Head – Talent Acquisition.

3. PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities	Key Performance Indicators
Develop Campus Roadmap	<ul style="list-style-type: none"> Design, Develop & Execute yearly strategic Campus relations roadmap for GFL Designs and executes university recruiting offerings such as summer intern program, GET and MT program. 	Calendar plan for campuses during the year
Campus Hiring	<ul style="list-style-type: none"> Partners with Talent Acquisition and business leaders on hiring and provides university recruiting expertise and guidance. Drives local campus strategies that are consistent with GFL goals and business objectives. Utilizes a consultative approach to source, assess, and select qualified candidates for internship, direct hires, and other specialized positions across the organization. Consults, mentors, and develops talent acquisition team members, HRBPs and business leaders on all topics related to campus recruiting and hiring. Engages with business partners to drive future needs for interns and entry-level direct hires. Drive Diversity agenda through Campus relationships 	Achieve hiring objective
Campus Engagement	<ul style="list-style-type: none"> Instrumental in developing and maintaining relationships with Focused Campuses. Deepen Relationships with Campuses through student engagement activities, student leaders, professors, and key faculty as well as defined diversity organizations. Strategically review university relationships to fulfil business needs, objectives, and goals 	No. of engagement activities
On Boarding, Orientation & Confirmation	<ul style="list-style-type: none"> Prepare and drive on-boarding agenda and orientation program. Ensure Projects are given to each new joinee and conduct assessments after completion of Training period. 	Calendar for Projects and assessments
Compliance sustainability and integrity	<ul style="list-style-type: none"> Ensure all activities under his/her control and supervision are compliant with all the laws of land and statutory requirement. Conduct all operation of function, ensuring social responsibility and accountabilities by following the company guideline of the same. Be responsible for ethical operation under his control. Be responsible for prevention, detection and reporting of bribery and other forms of corruption including breach of code of conduct and other company regulation. Avoid all such activity that could lead to or imply breach of code of conduct, anti-bribery and anti-corruption etc. 	<p>Nil violation of social responsibility policies</p> <p>Nil violation of Code of Conduct and Anti Bribery and Anti-Corruption</p>

Safety, Health & Environment	<ul style="list-style-type: none"> • Formulate safety policies and procedures. • Conduct risk timely assessments. • Train all employees in your health and safety procedures. • Conduct frequent safety inspections and checks. • Understand & educate the importance of Personal Protective Equipment (PPE). • Demonstrate visible felt leadership 	100% compliances
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SKILLS AND KNOWLEDGE

Educational Qualifications

<ul style="list-style-type: none"> ▪ MBA / Post Graduation in HR with good knowledge of MS Office
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Functional Skills

<ul style="list-style-type: none"> ▪ Highly collaborative with the ability to develop, execute, and drive recruitment initiatives. ▪ Strong organizational skills and detail orientation ▪ Ability to effectively work with and influence all levels of the organization. ▪ Ability to develop and maintain strong relationships with universities. ▪ Strong presentation and communication skills ▪ Strong program management skills

Competency Required

Entrepreneurial Drive	Customer Service Orientation	Analytical Thinking	Managing Self
Taking Initiative Achievement Orientation Risk Taking Ability	Service Delivery Value Addition Listening & Responding	Conceptual Thinking & Problem Solving Cognitive Behaviour Lateral Thinking	Self Discipline Self Awareness Time Management
Energetic & tenacious ability to deliver, taking initiatives involving calculated risk. The rationale is that for effective implementation, intellectual analysis is not sufficient. It demands a bias for action, that is taking rapid entrepreneurial decisions and the energy, tenacity and resilience to overcome obstacles.	The degree to which one focuses efforts in discovering the needs of individuals or customers and provide them a high quality service in an efficient and an effective manner. It is concerned with performing work constantly and consistently to a level, so that customer demands are met and exceeded consistently.	It is a purposeful, reasoned and goal oriented thinking. The ability to solve problems using a systematic approach. It involves visioning the future goals to be achieved, collecting the information, analyzing the cost, risk and the chances of success involved, by taking the right decision.	It is the ability to know your triggers, preferences, and the internal resources and be able to apply them to guide the performance. It would include goal setting, decision making, focusing, planning, organizing, taking initiative and taking calculative risk to achieve the goals in the given time period.

Relevant and total years of Experience

<ul style="list-style-type: none"> ▪ 7-10 years of experience in managing Campus Relations with good B-schools and Engineering Institutes in India
