

Section	Description
School/Department Name	Alumni Relations
Contact Name	Vishal K
Email Address	Vishal.k@woxsen.edu.in
Phone Number	+91 9100120699
Job Profile Information	
Job Title	Career Coordinator
Department	VP Office
Reporting To (Title)	Head – Alumni Relations
Number of Positions	2
Job Summary	To facilitate connections between alumni and career opportunities, provide career guidance, and enhance the institution's career services reputation.
Key Responsibilities	Job postings, career workshops, alumni mentoring, networking events, and employer relations.
Qualifications	
Education	Min Bachelors
Experience	0-1
Skills	- Able to Handle Microsoft Applications
Certifications	
Additional Information	
Preferred Start Date	Immediate
Additional Details	