**Job Description**

**About the Company - Khushii NGO**

KHUSHII (Kinship for humanitarian social and holistic intervention in India) is an independent, non-governmental and non-profit organisation working for the up-liftment and holistic development of underprivileged children, women and vulnerable families. Founded in December of 2003 by Cricket legend Mr. Kapil Dev.KHUSHII is currently working in 6 states in India namely Delhi, Rajasthan, Haryana, Telangana, Maharashtra and Karnataka reaching out to approx. 28,000 children and impacting lives of more than 5 lakh in the communities in their fight against poverty, abandonment, social neglect.

**Experience Required**: **Minimum 06 months to 1 Year.**

**Job Description:**

* Provide career counseling and career development sessions for graduates and alumni.
* Develop career services programs that will help student in exploring and planning career options.
* Work with students on their needs for career development.
* Conduct trainings, workshops, lectures, presentations, and other events to develop career planning and career oriented skills for students.
* Develop positive working relationship with faculty, administrative and co-workers to achieve desired goals.
* Coordinate with academic advisors to help students in making career choices based on their academic majors.
* Research and analyze current employment trends in various industries.
* Maintain regular contacts with potential employers for new job opportunities.
* Educate students on resume building, interview skills, and professionalism.
* Conduct mock interviews and job search workshops for students.
* Conduct career awareness events and job fairs for students
* Execute outreach programs to promote career services among students.
* Maintain a database of student academic and employment records.

Qualification Required: **M.A. ( Psychology ) and Career guidance diploma is mandatory**

Job Type : Full Time

Salary : Rs 20000 to Rs 25000/- per month

Shift Timings: 8:00 AM to 3:00 PM

Job Type: Full-time

Salary: ₹20,000.00 to ₹25,000.00 /month