

## Job Description

Position Title	Coordinator, Careers & Placements
Department	Office of Career Services
Reporting To	Senior Manager, Career Services
Date	April 2017
Type of Position	Full Time

### **POSITION DESCRIPTION**

The individual will be responsible for liaising with corporate and development sector organizations, as well as government bodies for recruitment drives for student internships and employment. He/she will also connect with consultants and institutions to conduct info sessions for graduate school placements. He/she will be responsible for developing and assessing career services programs, will lead on events, and will develop long-term relationships with key stakeholders. The coordinator will work collaboratively with faculty, staff and employers, and assist with the development of career resources for students. As the University moves toward the graduation of its first cohort of students, the individual will support, advise, and facilitate students in planning and achieving career success by offering a variety of services to meet their career planning needs. The position asks for flexibility with schedule and ability to work evenings and weekends as and when needed.

### **DUTIES AND RESPONSIBILITIES**

- ✓ Preparing students for graduation – helping them focus on enhancing their skills to be ready for internships and employment, entrepreneurship, or graduate school.
- ✓ Hosting a career fair every year, inviting prospective employers from diverse sectors and industries to introduce HU students to potential employers.
- ✓ Identifying and building long-term relationships with corporate and development sector organizations, as well as government bodies.
- ✓ Fostering relationships and developing communication networks with key university and community entities.
- ✓ Supporting the Head of the Department in developing, planning, and conducting a wide range of events such as workshops, recruitment drives, information sessions, and / or networking events with professionals from relevant industries to meet students’ personal and professional needs.
- ✓ Promoting graduate school and career-related events to Habib University students, staff, and faculty, as well as to external stakeholders when needed.
- ✓ Conducting research related to relevant fields and market trends of employment for recent graduates.
- ✓ Reviewing students’ resumes and cover letters, and guiding students in how to prepare for interviews.
- ✓ Developing and implementing strategies for assisting students in employment on campus while attending school.
- ✓ Managing HU Student Employment, processing faculty and staff requests, maintaining student timesheets, and communicating with finance for student employee payments.
- ✓ Other duties as assigned.

### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	<ul style="list-style-type: none"> <li>• A Bachelor’s degree in a related field.</li> <li>• A Master’s degree in a related field may substitute for 1 year of professional work experience.</li> </ul>
Required Experience	<p>Minimum 2-3 years of related work experience along with:</p> <ul style="list-style-type: none"> <li>• Liaising with different organizations and institutions for student placements.</li> <li>• Developing strategic partnerships with faculty, students, and community partners.</li> <li>• Educational program development.</li> </ul>

	<ul style="list-style-type: none"> <li>• Incorporating successful marketing strategies for events.</li> <li>• Demonstrated communication and interpersonal skills.</li> <li>• Knowledge of current practices in career development and experiential learning.</li> <li>• Ability to work with diverse groups.</li> <li>• Experience working with student groups and organizations in an advisory role. Proficient in MS Office and Google Docs.</li> </ul>
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<b>REQUIRED JOB COMPETENCIES (Technical and Soft Skills)</b>		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
<b>1.</b>	Relationship-building/Networking	High
<b>2.</b>	Event Management	High
<b>3.</b>	Written Communication Skills	High
<b>4.</b>	Oral Communication Skills	High
<b>5.</b>	MS Office	High
<b>6.</b>	Career Counseling	Medium