



### Job Description

Position Title	Management Trainee Officer – MTO2
Department	Office of Career Services
Reporting To	Senior Manager, Career Services
Type of Position	Contractual

#### **POSITION DESCRIPTION**

The individual will be responsible for assisting the Career Services team in organizing career-related events such as recruitment drives, info sessions, and the career fair. He/she will work on all Career Services related administrative tasks, will correspond with the corporate and development sector organizations via emails, letters, and calls, and provide assistance and support in graduate school and job placements. This position asks for flexibility with schedule and ability to work evenings and weekends for events as and when needed.

#### **DUTIES AND RESPONSIBILITIES**

- ✓ Assisting the Career Services team in organizing career-related events such as the upcoming Career Fair, recruitment drives, workshops, educational and career info session, and others.
- ✓ Corresponding with corporate and development sector organizations to invite them for the career fair and other events.
- ✓ Coordinating with the events team to plan for the events.
- ✓ Liaising with other departments to organize educational info sessions/events whenever needed.
- ✓ Assisting the Head of the Department/Career Services Team in other Career Services-related tasks/activities/events when required.
- ✓ Other duties as assigned.

#### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	<ul style="list-style-type: none"><li>• Minimum Bachelor's degree in a related field.</li></ul>
Required Experience	<ul style="list-style-type: none"><li>• A fresh graduate is acceptable.</li><li>• A few months to a year's experience would be preferred.</li><li>• Experience working with students is a plus.</li><li>• Some experience in organizing events is an advantage.</li></ul>

#### **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

S#	Competency	Criticality (High / Low / Medium)
1.	MS Office	High
2.	Written Communication Skills	High
3.	Oral Communication Skills	High
4.	Relationship-building	Medium
5.	Event Management	Medium