Job Description

Position Title	Manager, Career Services
Job Grade	M5
Department	Career Services
Reporting To	Head of Industrial Relations and Career Services
Date	August, 2016
Type of Position	Regular

POSITION DESCRIPTION

The Manager of Career Services will support learning through a comprehensive career services program encompassing employer development, career counseling, job search assistance (resume writing, cover letter writing, interviewing skills, identifying job leads, using the internet and social media, etc.), graduate school counseling and information, internship assistance, and other areas related to career success. These services are provided to current students and alumni. This person will also collaborate with other offices on campus to promote the career development of our students. The Manager is a pivotal and highly visible individual, working closely and collaboratively with faculty, staff, alumni, and parents to expand possibilities for student learning, leadership, and employment. The position asks for flexibility with schedule and ability to work evenings and weekends as needed.

DUTIES AND RESPONSIBILITIES

The Manager, Career Services will supervise all aspects of Habib University's career services including:
- Employer Relations:
    - Building partnerships between the university and employers emphasizing aggressive development and marketing to expand internship and full-time employment opportunities
    - Arranging and making site visits to local companies that are employing and providing internship opportunities to Habib University students and alumni, to further develop a stronger relationship
    - Attending trade shows/ conferences of various disciplines relating to Habib University's core degree programs to recruit companies to participate in hiring graduates of Habib University that meet the program objectives
- Student Counseling: Through career counseling programs and services provide students and alumni individual assistance in defining career options, developing employment skills, and job-search procedures.
- Employment Training Workshops:
    - Developing, coordinating, and facilitating training and skill development workshops to include resume preparation, job-search strategies, and career information technology including the internet, interview skills, and experiential learning preparation.
- Resource Development:
    - Conceptualizing and leading the development of Career Services website with information for the use of students, employers, faculty/ staff, presented online, in the form of print and electronic resources.
- Curriculum Enrichment:
    - Actively and routinely seeking employer feedback and researches industry trends; Sharing this information with Program Directors to aid in the development/enhancement of curriculum and successful outcomes for graduates
- Placement Data Collection/Dissemination:
    - Tracking and preparing reports on Career Service's activities, accomplishments or problems on a regular basis
    - Collecting and reporting placement data for internship and full-time opportunities, specifically for business students (using email, surveys, phone, etc.)
    - Maintaining up-to-date information on careers, occupations, current employment opportunities and trends, entry-level occupational requirements. Publishing this information in a format that can be used by the college for Marketing & Admissions, faculty, and other offices
- Representing Career Services at various external and campus events.

REQUIRED JOB SPECIFICATIONS

Required Qualification	Master's degree preferred

Required Experience	• Minimum 5 years' experience in College level career services or industry related activities with thorough understanding of employment recruiting strategies. • Excellent organizational skills. • Ability to meet deadlines and to juggle multiple, important priorities, and is comfortable in a fast-paced environment. • Possesses good oral, written and listening skills. • Ability and willingness to discern and meet the needs of students. • Ability to establish interpersonal rapport and relate to individuals from a wide range of backgrounds and cultures. • Strong computer skills including ability to collect and analyzes information. • Competent with Microsoft Office Word, Excel and PowerPoint. Ability to learn new programs.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Management (organizing, planning, leading, controlling)	High
2.	Strategizing	High
3.	Strong Communication skills	High
4.	Strong computer skills (different software, MS Office)	High