



Job Description

Position Title	Career Relations Officer
Department	Office of Career Services
Reporting To	Senior Manager, Career Services
Type of Position	Full Time

POSITION DESCRIPTION

The individual will be responsible for connecting, liaising, and building partnerships with corporate and development sector organizations, and government bodies to promote HU students to prospective employers. This position will require the candidate to make visits to a number of diverse organizations, and develop linkages and partnerships for career-related events, prospective internships and jobs, and collaborations for training and mentoring of students. He/she is responsible for developing long-term relationships with key organizations. He/she will also connect with consultants and institutions to conduct info sessions for graduate school placements. He/she will facilitate the Career Services team in coordinating with organizations and institutions for events and meetings. The position asks for flexibility with schedule and ability to work evenings and weekends as and when needed.

DUTIES AND RESPONSIBILITIES

Relationship Building

- ✓ Identify and build long-term relationships with corporate and development sector organizations, and government bodies to promote HU students for internship, job, and project placements.
- ✓ Foster relationships and develop communication networks with key university and community entities.
- ✓ Visit multiple diverse organizations, and develop linkages and partnerships for career-related events, prospective internships and jobs, and collaborations for training and mentoring of students.
- ✓ Promote the HU Office of Career Services to the industry, highlighting the strengths and skills of HU students; showcasing student projects during the visits.
- ✓ Connect with consultants and institutions to line up info sessions for graduate school placements.
- ✓ Facilitate the Career Services team in coordinating with organizations and institutions for events and meetings.
- ✓ Support the Head of the Department in planning a wide range of events such as recruitment drives, information or mentoring sessions, and / or networking events with professionals from relevant industries to meet students' personal and professional needs.
- ✓ Conduct research/surveys related to relevant fields and market trends of employment for recent graduates.
- ✓ Other duties as assigned.

Recordkeeping

- ✓ Maintain Career Services official spreadsheets to record organization relations data.

Assistance in Communication and Coordination

- ✓ Communicate and coordinate with organization and institution representatives via emails and calls.

Assist the Coordinator, Careers & Placements in corresponding with corporate and development sector organizations for events, and for job and internships placements.

REQUIRED JOB SPECIFICATIONS

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

Revision Date	July 2018	Version	1.0
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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	MS Office	High
2.	Written Communication Skills	High
3.	Oral Communication Skills	High
4.	Relationship-building/Marketing Skills	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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