



Job Description

Position Title	Career Relations Manager
Department	Office of Career Services
Reporting To	Senior Manager, Career Services
Date	December 2018
Type of Position	Regular

POSITION DESCRIPTION

The Career Relations Manager (CRM) will be responsible for connecting, liaising, and building partnerships with corporate and development sector organizations, and government bodies to market HU students to prospective employers. This position will require the candidate to make visits to a number of diverse organizations on an ongoing basis, and develop linkages and partnerships for job and internship placements, career-related events, and for training and mentoring of students. He/she is responsible for developing long-term relationships with key employers, and maintaining communication with them. He/she will also connect with consultants and institutions to conduct info sessions for graduate school placements. He/she will facilitate the HOD and Career & Placement Coordinator in coordinating with organizations and institutions. 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, technology sector, media sector development sector and other organizations relevant to HU graduates including the government institutions for the placements of HU students for internships, jobs, and special projects.
- ✓ Promote Habib University to the industry, highlighting the strengths and skills of HU students; showcasing student projects during the visits.
- ✓ Develop strategies to maintain and improve relationships with the industry on an on-going basis
- ✓ Create relevant partnerships with the potential employers
- ✓ Support the Head of Career Services 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.
- ✓ Develop a Career Relations team that caters to both HU schools – SSE and AHSS – to cater to the increasing student body.

Placements of Current Students and Graduates

- ✓ Develop linkages and partnerships for job and internship placements, career-related events, and collaborations for training and mentoring of students.
- ✓ Connect with consultants and institutions to line up info sessions for graduate school placements.
- ✓ Conduct research/surveys related to relevant fields and market trends of employment for recent graduates.
- ✓ Facilitate the Head of Career Services, and work with Careers and Placement Coordinator to coordinate with organizations and institutions for job and internship placements, as well as to invite them for career events and meetings.

Engaging Employers for Feedback

- ✓ Engage employers in getting feedback on HU graduate performance
- ✓ Collaborating with employers to seek their in-put for the preparation of graduates for job market

Administration and Maintaining Databases

- ✓ Maintaining the database of Career Services related to prospective and current employers and further developing it.
- ✓ Initiating a proper job portal to connect employers and graduates/students

Other duties as assigned.

- ✓ Support in general career activities
- ✓ Support as and when required for other university relate events.

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none">• A Bachelor’s degree in marketing, recruitment, or a related field.• A Master’s degree in a related field may substitute for 1 year of professional work experience.
Required Experience	<ul style="list-style-type: none">• 3-5 years of professional work experience in sales, marketing, or recruitment, and organization profiling or related experience, and having connections with a network of organizations in various sectors.• Experience of corporate relations and/or marketing is a must.• Experience working with students is a plus.• Some experience in organizing events is an advantage.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
2.	Relationship-building/Marketing Skills	High
3.	Leadership Skills	High
4.	Written & Oral Communication	High
4.	MS Office	High