



Job Description

Position Title	Senior Manager, Career Services
Department	Career Services
Reporting To	Director Student Affairs
Type of Position	Regular

POSITION DESCRIPTION

The Senior 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 Senior 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 Senior Manager, Career Services will supervise all aspects of Habib University's Office of Career Services including:

- **Strategic Planning**
 - Developing a comprehensive strategy to ensure the placement of Habib University students with the top employers of the country and admission in high quality institutions of higher learning. The plan will also include a strategy to promote entrepreneurship among students.
 - Laying down short term and long term goals
 - Rolling out action plans for each year
- **Employer Relations:**
 - Developing a comprehensive plan to build the relationship of Habib University with country's top employers.
 - Building partnerships between the university and employers for internship and full-time employment opportunities of the students of Habib University.
 - 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
 - Arranging marketing, networking and relationship building events and activities with top employers and entrepreneurs to create career opportunities for Habib University students
- **Student Counseling:**
 - Designing a career counseling program and tools to guide students for job market, grad school admission and initiating their own enterprise.
 - Guiding, training and facilitating career counselors to implement the program effectively and provide needed career counseling
- **Skill Development:**
 - Developing, coordinating, and facilitating skill development workshops to help students acquire skills essential for job market such as resume writing, interviewing skills, portfolio development etc.
 - Assisting students in getting ready for grad school admission by learning to write personal statement, test preparation and application development
 - Supporting prospective entrepreneurs to learn the tools and skills for designing, launching and developing their own entrepreneurial ideas.
- **Resource Development:**
 - Conceptualizing and leading the development of Career Services Resource Bank with self-learning information material, self-access career and personality assessment tools and guidelines for developing self-marketing tools for the students
 - Conceptualizing and creating data base for organizing information related to employers, students, jobs etc.
 - Maintaining web page and social media pages of career services

<ul style="list-style-type: none"> ○ Engaging resource people for the mentoring and coaching of students ● Curriculum Enrichment: <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ 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, (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. ● Leading the team of Office of Career Services <ul style="list-style-type: none"> ○ Leading a 6 to 10 member team of career services ○ Coaching and mentoring the team for understanding their roles and responsibilities, HU programs and for refining skills essential to perform their work. ○ Supervising the work of team ○ Ensuring the collegiality and motivation of the team

REQUIRED JOB SPECIFICATIONS	
Required Qualification	Master's degree
Required Experience	<ul style="list-style-type: none"> ● 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.	Work Management (organizing, planning, leading, supervising)	High
2.	Strategizing and planning	High
3.	Strong Communication skills	High
4.	Team building and working across the teams	High
5.	Strong computer skills (different software, MS Office)	High