



JOB DESCRIPTION

Position Title	Manager Career Research and Internship Program
Department	Office of Career Services
Reporting To	Assistant Director, Office of Career Services
Type of Position	Full Time / Part Time / Contractual / Internship

POSITION DESCRIPTION

The incumbent will be responsible for developing and executing the Career Research and Internship program of Office of Career Services in collaboration with the team of Office of Career Services as well as various academic departments.

S/he will be responsible to coordinate and communicate with the identified organization, alumni and students to acquire relevant data, its analysis and synthesis needed for enhancing the quality of our programs and market the student success. Further responsibilities will also include leading career curation and other internship promotion initiatives in collaboration with OCS team by undertaking all coordination and communication activities with students, employers and faculty for program implementation and follow-up.

This position will require the candidate to make regular visits to diverse organizations on an ongoing basis for the core purpose of engaging them with the career research and internship program.

DUTIES AND RESPONSIBILITIES

- **Leading Career Curation and Internship Portfolio**
 - ✓ **Career Curation Program**
 - Creating partnership plans, strategies, and new program initiatives for promoting career curation program
 - Preparing MoUs and agreements to solidify partnership terms with the partner employer
 - Taking a lead role in marketing Career Curation Program to students and help them understand it
 - In collaboration with the Career Team, developing the and managing the overall implementation plan including student selection, designing of internship deliverables with students and employers, launch of program, liaising with industry etc.
 - Developing a mechanism for sharing/collecting feedback from students and employers to determine program's effectiveness
 - Developing a general plan for promoting internships among student community
- **Developing Career Research Program**
 - Meeting with identified employers to understand their work portfolios and how they are growing and transforming
 - Exploring and understanding the type of talent the identified employers need in terms of skills and profile
 - Analyzing and documenting the findings
 - Mapping the talent need of companies with HU Graduates
 - Identifying the skill gaps between talent needs of the market and HU graduates
 - Identifying and advocating for the opportunities available in the market for HU graduates and students
- **Supporting Manager Career Relations for Annual Employer and Alumni Survey**

Revision Date		Version	
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- Assisting in designing the surveys
- Communicating/collaborating with the employers and alumni to collect the data
- Conducting focus group discussions with the identified employers to acquire feedback
- Developing initial reports of the findings
- ✓ **General Internship Program**
 - Developing ideas and strategies to promote internships among students
 - Collaborating with academic programs to understand their internship initiatives and exploring possible collaborations
 - Developing database to organizing student internship experience data
 - Engaging students in reflecting on their internship experience to shape their academic experience and career paths.
- Support as and when required for other University related events

REQUIRED JOB SPECIFICATIONS	
Required Qualification	✓ A Bachelor's degree in Marketing, Business Development, or a related field, with at least 3-4 years of experience in similar capacity
Required Experience	<ul style="list-style-type: none"> ✓ 3-4 years of professional work experience in corporate relationship building, research and business development ✓ Experience working with students is preferred

REQUIRED JOB COMPETENCIES		
S#	Competency	Criticality (High / Low / Medium)
1.	Interpersonal skills to develop new relationships and maintaining them (students, employers, staff & faculty) such as team work, listening skills, ability to ask questions and negotiate etc.	High
2.	Written & Oral Communication skills to express ideas and arguments, perusing for ideas and convincing people (in English and Urdu). Presentation skills are essential	High
3.	Technology skills using MS Office especially excel, database, social media tools etc.	High
4.	Research Skills for acquiring the required information through questionnaires/discussions/desktop search and sorting and analyzing the data.	High
5.	Planning skills to undertake a task through a properly thought-out process and timelines	Intermediate
6.	Proactiveness and agility to take initiatives and meet with the evolving nature of work.	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

Revision Date		Version	
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