



JOB DESCRIPTION

Position Title	Lead Career Research and Industry Projects
Department	Office of Career Services
Reporting To	Head of Career Services
Type of Position	Full Time

POSITION DESCRIPTION

The incumbent will be responsible for developing and executing the Career Research and Industry Projects for Career Curation Program 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, analyze and synthesize data related to recent market trends, employers' needs, career opportunities etc. Other major responsibilities will include managing CCP Industry Projects for CCP students. This will involve close communication and coordination with Employers and CCP partners to get Summer Industry Projects for the students and managing the entire process of its execution. This will require internal coordination with faculty and students.

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 industry projects.

DUTIES AND RESPONSIBILITIES

Career Curation Program

- In collaboration with Career Relation Manager, creating partnership plans for promoting career curation program among employers.
- 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
- Supporting the Head of Career Services in developing the and managing the overall implementation plan for CCP – Exclusive including student selection and promotion
- Coordinating and communicating with the industry for Summer Industry Projects (SIPs) and finalizing them with the feedback of faculty and Head OCS
- Developing a framework for securing projects from the industry, assigning projects to relevant students as well as monitoring and tracking progress
- Launching SIPs by introducing students and industry with each other
- Developing a mechanism for sharing/collecting feedback from students and employers to determine SIPs effectiveness
- Developing a general plan for promoting internships among student community
- Helping the Career Relations team with organizing career events with the industry (career fairs, recruitment drives etc.)

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

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Supporting Manager Career Relations for Annual Employer and Alumni Survey

- 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 OCS and the University as and when required for other University related events

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none"> ✓ A Bachelor's degree in Marketing, Business Development, or a related field, with at least 3-5 years of experience in similar capacity
Required Experience	<ul style="list-style-type: none"> ✓ 3-5 years of professional work experience in corporate relationship building, executive recruitment, 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

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