



Job Description

Position Title	Team Lead - Career Advising and Training (Deputy Manager)
Department	Office of Career Services
Reporting To	Head of Career Services
Type of Position	Regular

POSITION DESCRIPTION

Team Lead Career Advising and Training will lead a team of Career Development Advisor, Peer Career Mentors and Student Career Trainers.

Besides leading the team, Team Lead will directly engage with the undergraduate students to help them explore relevant career information and guide them in making realistic and thoughtful choices about their future which may include acquiring a relevant employment or getting admission into a grad school or initiating their own enterprise. The Team Lead will also be responsible for designing and conducting career skill building programs in collaboration with faculty and industry experts to help students for the smooth transition from University to their future destination. In collaboration with the team, the team Lead will also be required to develop a variety of career resources to help students for building their skills and enhancing their knowledge about various careers, processes and tools.

Career resources, advice and training will include but not limited to guide students for developing thoughtful career plans, teaching them essential career skills, helping them in networking with relevant industries, developing tools to showcase themselves, assisting with the grad school application process, preparing them for interviews, guiding them to develop appropriate tools to introduce themselves and showcase their skill set etc.

DUTIES AND RESPONSIBILITIES

Forming and Leading the Team of Career Peer Mentors and Trainers

- Develop a framework to engage senior students and alumni as Peer Career Mentors and Trainers
- Form the team and building their competence to work as Peer Career Mentors and Trainers
- Supervise the team and provide guidance to them as needed

Career Advising and Guidance

- Meet with the students one-to-one or in small groups to discuss their career aspirations and plans and help them to reflect on their ideas to further refine them.
- Facilitate the students in developing their action plans for employment to graduate school admission or working for their own enterprise.
- Help students in identifying knowledge and skills they need to acquire to fulfill their career aspirations
- Guide students in developing their video profiles, CVs, resumes, cover letters and other tools
- Support students in understanding the current job market and its trends
- Maintain the data of student advising
- Engage students in using various technology and other tools for personal assessment of skills and interests.

Career Training and Events

- Plan and conduct trainings/workshops to help students in developing the career skills essential for a smooth transition from University to market/grad school
- Educate students for developing appropriate social media profiles and other tools to showcase their talents, potentials and achievements

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- Arrange for mock interviews, CV assessment sessions and other events supporting the career development of students
- Arrange technical training sessions for students as per need
- Arrange workshops for students to learn to write personal statement, graduated school application process and learn the basics of entrepreneurship
- Connect students with career mentors
- Arrange networking sessions for the students
- Supporting career office in organizing career fairs and recruitment drives

Career Resource Development

- Develop print, electronic and social media resources for students related to various aspects of career skills, trends, scope of various career options, graduate school related resources etc.

Career Related Research

- Undertake research to keep up to date with employment information, best practices adopted by Career Services globally, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies.

Building External/Internal Network

- Connect with the trainers, employers and mentors to engage them in the career development process of students
- Engaging HU community i.e. staff, faculty, parents as resources for students to learn and collaborate with during their academic journey

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none"> • Master's degree • Short course in training/advising will be an added advantage
Required Experience	<ul style="list-style-type: none"> • 3-4 years of professional work experience in working with students in the capacity of a trainer/coach/advisor/mentor • Experience working with University students is a plus. • Experience of planning and conducting training and events.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Leadership skills to work with OCS team, students, faculty, parents and alumni	High
2.	Interpersonal skills to develop new relationships and maintaining them (with students, employers, staff, faculty)	High
3.	Conflict resolution	High
4.	Written & Oral Communication skills needed to express ideas and arguments, perusing for ideas and convincing people (in English and Urdu). Presentation skills are essential	High
5.	Technology skills for using MS Office specially excel, data bases, social media tools etc.	High
6.	Planning skills – converting an idea into a comprehensive implementable plan with realistic strategies and actions	High
7.	Creative capability for designing innovative ideas and out of the box strategies to deal with various situations	High
8.	Abilities and skills to manage multiple tasks with strong follow-up	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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