



JOB DESCRIPTION

Position Title	Career Development Advisor
Department	Office of Career Services
Reporting To	Head, Office of Career Services
Type of Position	Regular

POSITION DESCRIPTION

A Career Development Advisor, reporting to the Head of Career Services will 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 Advisor 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. He/she will require developing a variety of career resources to help students for building their skills and enhancing their knowledge about various careers, processes and tools.

DUTIES AND RESPONSIBILITIES

Career Advising and Guidance

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

Career Resource Development

- Assist Team Lead Career Advising and Training in developing 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

- Assist Team Lead Career Advising and Training in undertaking research to keep up to date with employment information, best practices adopted by Career Services globally, legislation, and



professional & 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
- Engage 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">• Bachelor's degree• Short course in training/advising will be an added advantage
Required Experience	<ul style="list-style-type: none">• 2-3 years of professional work experience in working with young people 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

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