



JOB DESCRIPTION

Position Title	Career Relations Associate
Department	Office of Career Services
Type of Position	Regular

POSITION DESCRIPTION

The Career Relations Associate will be responsible to assist the Manager Career Relations and Head of Career Services for connecting, liaising, and building partnerships with a variety of institutions including but not limited to the institutions/organizations/companies related to corporate sector, development sector, technology, engineering fields, media & communication and government sector to ensure high quality internships and job opportunities for HU students and graduates. This position will require the candidate, under the leadership of Manager Career Relations, to make visits for relationship building to diverse organizations on an ongoing basis for jobs, internships, career-related events, and for training and mentoring of students.

DUTIES AND RESPONSIBILITIES

Relationship Building

- ✓ Assist, Manager Career Relations by coordinating and communicating with the employers as per the Career relations strategies and plans
- ✓ Maintain and update employers, jobs and internships database
- ✓ Take a lead role in developing relevant promotional material including but not limited to developing content for website and brochures, developing videos and creating other needed tools
- ✓ Execute a wide range of events such as recruitment drives, information or mentoring sessions, and / or networking events with professionals from relevant industries to meet students' personal and professional needs
- ✓ Assist, Manager Career Relations in connecting with consultants and institutions to line up info sessions for graduate school placements
- ✓ Under the leadership of Manager Career Relations, make visits to organizations on regular basis to develop relationship and secure opportunities for students as well as institutional collaborations

Facilitation for the Internships and Jobs of Current Students and Graduates

- ✓ Assist, Manager Career Relations in collecting data from students and employers for developing various plans.
- ✓ Facilitate, Manager Career Relations to coordinate with organizations and institutions and students for job and internship of students, as well as to invite them for career events and meetings.
- ✓ Keep a track of graduates being employed and internships availed by the students.
- ✓ Manage social media and other tools for communicating with students and employers.
- ✓ Assist Manager Career Relations in managing HU Job portal to connect graduates/students, employers and staff of career services

Engaging Employers for Feedback

- ✓ Assist, Manager Career Relations in collecting the data from employers through questionnaires and focus group discussions

Other duties as assigned

- ✓ Support in general the activities of Office of Career Services
- ✓ Support as and when required for other University related events

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ A bachelor's degree in marketing, recruitment, or a related field
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Required Experience	<ul style="list-style-type: none"> ✓ 2-3 years of professional work experience in marketing, recruitment, or industry-university relationship building. ✓ Experience of corporate relations and/or marketing and working with students is preferred ✓ Event organizing experience will be a plus
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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.	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.	Planning skills	High
5.	Event organizing skills	High