**CECOS UNIVERSITY JOB DESCRIPTION**

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| Position Title | Assistant Manager |
| Department | CDC |
| Reporting To | Manager CDC |

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| **POSITION DESCRIPTION** |
| The ideal candidate for the position of Deputy Manager Career Services & Student Societies Liaison, is a highly motivated and experienced professional who will play a crucial role in facilitating career development and employment opportunities for students and alumni. This position requires a strong understanding of career services, counseling techniques, and industry trends. The Deputy Manager will work closely with the Career Services team, students, faculty, and employers to provide comprehensive career guidance and support.  In addition, s/he will play a pivotal role in fostering strong connections and providing comprehensive support to student societies within the university. This position is instrumental in enhancing the student society experience, promoting active engagement, and facilitating effective communication between student societies, university administration, and external stakeholders. The incumbent contributes to the development of a vibrant and inclusive student society culture that enriches the university community. |

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| **Required Qualification, Experience and Skills** | |
| **Qualifications and Skills Required** | Master’s Degree from HEC recognized University/Institute. |
| **Minimum Field of Expertise** | A minimum of 3-5 years’ relevant experience |

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| **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)** | | |
| *S#* | *Competency* | *Criticality (High / Low / Medium)* |
| **1.** | Experience of university administration or marketing duties is beneficial | Medium |
| **2.** | Experience of operating events is essential | Medium |
| **3.** | Project management skills are needed in this role | Medium |
| **4.** | An ability to communicate with people clearly | Medium |
| **5.** | Expected to work to deadlines and prioritize workloads | Medium |
| **6.** | Copywriting and editorial skills are necessary | Medium |
| **7.** | * Industrious and creative | Medium |
| **8.** | Understanding of and passion for higher education | Medium |

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| **DUTIES AND RESPONSIBILITIES** |
| * Conduct individual career counseling sessions, guiding students in exploring options, setting goals, and developing job search strategies. * Provide guidance on resumes, cover letters, interviews, networking, and professional development. * Collaborate with students to identify strengths, interests, and make informed career decisions. * Develop relationships with employers, professionals, and alumni to create internship and job opportunities. * Organize career fairs, networking events, and panels to connect students with potential employers. * Coordinate job postings, internships, and recruitment activities for successful student placements. * Provide guidance, mentorship, and support to student societies, serving as their primary point of contact. * Foster a positive and inclusive environment for student societies, promoting collaboration and shared learning. * Assist student societies with organizational and administrative needs, including event planning and budgeting. * Cultivate relationships with stakeholders to facilitate collaboration and secure resources for student society initiatives. * Communicate university policies, resources, and opportunities to student societies and promote their events and achievements. * Organize training and development programs to enhance the skills and capabilities of student society members. * Monitor and evaluate student society activities, prepare comprehensive reports, and implement improvements based on feedback and assessment outcomes. |
| **Any other** |