

## **CECOS UNIVERSITY JOB DESCRIPTION**

<b>Position Title</b>	Manager CDC
<b>Department</b>	Administration
<b>Reporting Relationship</b>	Director CDC

<b>REQUIRED QUALIFICATION, EXPERIENCE AND SKILLS</b>	
<b>Qualifications</b>	Master's degree (First Division) from an HEC recognized university/institution.
<b>Minimum Experience</b>	<p>At least five years of relevant experience in career services, student counseling, training &amp; capacity building, higher education administration, or related fields.</p> <p><b>Preferred Experience:</b></p> <ul style="list-style-type: none"><li>• Designing and conducting student grooming programs (CV writing, interview skills, communication, confidence building).</li><li>• Building partnerships with industry, universities, schools, colleges, NGOs, training providers, government, and local businesses.</li><li>• Negotiating and facilitating free or subsidized opportunities for students.</li><li>• Organizing career fairs, alumni meetups, employer sessions, and exposure visits.</li></ul>
<b>Required Skills</b>	<ul style="list-style-type: none"><li>• Excellent oral and written communication skills.</li><li>• Strong counseling and mentoring abilities, particularly for less confident students.</li><li>• Networking and negotiation skills to secure partnerships and student opportunities.</li><li>• Knowledge of higher education practices, university policies, and career development trends.</li><li>• Event planning, coordination, and reporting capabilities.</li><li>• Ability to inspire, motivate, and build teams.</li></ul>

<b>ROLES &amp; RESPONSIBILITIES</b>
<p><b>Roles and Responsibilities</b></p> <p><b>1. Student Development &amp; Grooming</b></p> <ul style="list-style-type: none"><li>• Organize regular workshops on CV writing, interview skills, confidence building, professional etiquette, and communication skills.</li><li>• Provide one-to-one and group counseling to guide students in career planning, higher studies, and employability.</li></ul>

- Design targeted programs for students who are academically weaker or less confident, helping them build curiosity, motivation, and professional readiness.

## 2. Linkages & Exposure Opportunities

- Develop partnerships with universities **across Pakistan** (e.g., LUMS, IBA Karachi, NUST, FAST, LSE, etc.) to facilitate student participation in **short courses, workshops, and exchange visits** — at no cost or nominal subsidized rates.
- Build innovative collaborations with reputed **schools (e.g., Beaconhouse, Roots, City School, etc.)**, enabling university students to immerse in English-speaking environments by interacting with schoolchildren to improve language and communication skills.
- Establish connections with colleges, government departments, NGOs, and local businesses to create exposure, internships, and learning opportunities.

## 3. Employer & Alumni Engagement

- Facilitate employer visits, guest lectures, and on-campus recruiting efforts.
- Identify job and internship opportunities in both traditional and non-traditional sectors, including educational institutions.
- Strengthen alumni relations by maintaining updated alumni records, organizing alumni events, and fostering alumni-student mentorship programs.

## 4. Career Events & Outreach

- Organize career fairs, professional networking sessions, and industry/education linkage events.
- Promote CDC initiatives through newsletters, social media, and university communication channels.
- Collaborate with faculty to integrate career readiness and professional development into academic programs.

## 5. Research & Reporting

- Conduct surveys, needs assessments, and market scans to understand student aspirations and employment trends.
- Provide regular reports to the Director CDC on activities, student participation, and outcomes.

## Key Deliverables

- A **visible and active CDC** that delivers measurable outcomes in student grooming and exposure.
- Regular student training and mentoring sessions, with clear focus on weaker/less-confident students.
- MoUs/partnerships with universities, schools, and organizations to provide **free or highly subsidized opportunities**.
- Structured alumni engagement and employer interaction.
- Documented placement, internship, and exposure opportunities for students.