

## CECOS UNIVERSITY JOB DESCRIPTION

<b>Position Title</b>	Assistant Manager, Career Development Center (Clubs & Societies Engagement)
<b>Department</b>	Administration
<b>Reporting Relationship</b>	Manager CDC

**Position Description:** CECOS University is seeking a proactive and enthusiastic individual for the position of Assistant Manager, Career Development Center, with a primary focus on overseeing Clubs and Societies Activities. This role is instrumental in creating a vibrant campus life, promoting student engagement, and enhancing their overall university experience.

<b>REQUIRED QUALIFICATION, EXPERIENCE AND SKILLS</b>	
<b>Qualifications</b>	Masters with First division from an HEC recognized University/Institution
<b>Minimum Experience</b>	Three years of a relevant experience
<b>Skills</b>	<ul style="list-style-type: none"><li>• Demonstrated experience in student affairs, career development, or related roles.</li><li>• Strong organizational, leadership, and communication skills.</li><li>• Ability to collaborate effectively with diverse stakeholders.</li><li>• Familiarity with current trends in career development and student engagement.</li></ul>

<b>ROLES &amp; RESPONSIBILITIES</b>
<p><b>Strategic Leadership:</b></p> <ul style="list-style-type: none"><li>• Develop and implement a strategic vision for Clubs and Societies Activities that aligns with the university's mission and values.</li><li>• Provide leadership and guidance to club leaders, fostering a culture of productivity and engagement.</li></ul> <p><b>Program Development:</b></p> <ul style="list-style-type: none"><li>• Design, organize, and execute a diverse range of career development programs and events in collaboration with clubs and societies.</li><li>• Create initiatives that encourage student productivity, skill development, and community building.</li></ul> <p><b>Student Engagement:</b></p> <ul style="list-style-type: none"><li>• Actively engage with students to understand their needs and interests related to clubs and societies.</li><li>• Encourage and facilitate active participation in clubs, promoting a sense of belonging and community.</li></ul>

**Collaboration:**

- Collaborate with academic departments, faculty, and external partners to integrate career development activities seamlessly into the student experience.
- Work closely with other university departments to create synergies and maximize the impact of career development initiatives.

**Mentorship and Guidance:**

- Provide mentorship and support to club and society leaders, assisting them in developing organizational and leadership skills.
- Offer guidance to students on how their involvement in clubs aligns with their academic and career goals.

**Resource Management:**

- Effectively manage budgets, allocate resources, and explore external funding opportunities to support club and society initiatives.

**Evaluation and Reporting:**

- Regularly assess the effectiveness of career development initiatives within clubs and societies.
- Generate reports showcasing achievements, student engagement levels, and areas for improvement.

**Any other**