

## CECOS UNIVERSITY JOB DESCRIPTION

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

| <b>REQUIRED QUALIFICATION, EXPERIENCE AND SKILLS</b> |  |
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| <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 higher education administration, career services, student counseling, training and capacity building, or equivalent experience in industry that provides strong understanding of employer expectations and workplace trends.</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>• <b>Negotiating and facilitating opportunities for students.</b></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>   |
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| <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.
- Disseminate these opportunities through the CDC's social media channels to ensure timely student access.
- 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 **monthly** reports to the Director CDC on activities, student participation, and outcomes.
- **Compile and maintain a minimum of 10 relevant job or internship advertisements from diverse media sources each month.**

## Key Deliverables

- A **visible and active CDC** that delivers measurable outcomes in student grooming and exposure.
- **Weekly mentoring sessions for students requiring additional guidance, complemented by monthly training workshops for all students.**
- MoUs/partnerships with universities, schools, and organizations to provide **diverse opportunities**.
- Structured alumni engagement and employer interaction.
- Documented placement, internship, and exposure opportunities for students.