

## JOB DESCRIPTION

### CAREER SERVICES AND OUTREACH COORDINATOR – EMPLOYEE RELATIONS

JOB DETAILS			
Position Title:	Career Services and Outreach Coordinator – Employee Relations	Grade	
Department/Division:	Career Services and Outreach		
Reports to:	Director – Career Services and Outreach		
Supervises:	None		
Last Updated on:	May 24, 2024		

#### **Job Purpose**

To support and contribute to the delivery of Career Services & Outreach programs (COOP and Internship programs) for RIT and ensure all student placements are delivered in accordance with RIT's educational/program requirements.

#### **Main Duties and Responsibilities:**

- Implement policies, procedures, and frameworks of RIT's COOP and Internship programs as per educational and operational requirements.
- Assist in the account management of employers and corporate partners network, coordinate, and source partnerships with employers to support career services objectives.
- Assist in handling inquiries for RIT co-op/careers, and in planning and attending external visits/meetings as needed.
- Deliver coop preparation courses as needed, providing input on course design.
- Coordinate career services and outreach activities such as career fairs and employer talks (Career Wednesdays, company days, workshops, hackathons)
- Liaise with departments to ensure logistical and marketing needs for career services events are met. (i.e., Marketing, Faculty, Security, HR, etc.)
- Review Coop/Internship program requirements and coordinate students' placements based on program criteria and employer requirements.
- Assist in sourcing, screening, and shortlisting students, and sharing student information with prospective employers for assessment and selection purposes.

- Schedule and coordinate student interviews for internship/coop placements and coordinate student visits with external employers.
- Handle correspondence and liaise with employers and vendors before and after events.
- Contribute to managing and regularly updating the social media pages.
- Maintain accurate records of student and employer information in the CRM system, clean data and prepare reports as per requests from IE Department
- Handling all student inquiries, attending department email account, phone calls and office hours
- Understand & familiarize with the university's vision and mission and seek to accomplish CSER set of goals and objectives.
- Ensure compliance with relevant regulations and RIT policies, including QHSE requirements.

### **Required Minimum Qualifications**

- Bachelor's degree from an Accredited University in Business Administration, Education or related fields.
- Bilingual, excellent command of English.
- 0- 2 years of working experience in accredited higher education universities or similar function.
- Excellent communication and interpersonal skills (verbal and written).
- Advanced organizational, planning and multi-tasking skills.
- Ability to represent the University in a professional manner.

### **Application Procedure:**

Please email your application to [careersdubai@rit.edu](mailto:careersdubai@rit.edu) and include the following in your application:

- Subject line must include the source, your name and position you are applying for; (Name – Careers Services and Outreach Coordinator – Employee Relations)
- Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements
- Resume or curriculum vitae
- Contact information

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted. For more information, please visit RIT Dubai website: [www.dubai.rit.edu](http://www.dubai.rit.edu).