

JOB DESCRIPTION

CAREER SERVICES AND OUTREACH COORDINATOR – STUDENT RELATIONS

JOB DETAILS			
Position Title:	Career Services and Outreach Coordinator – Student 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:

- Execute policies, procedures, and frameworks for RIT Dubai's COOP and Internship programs as per educational and operational requirements.
- Source, screen, and shortlist students and prepare student information (i.e., CV, Academic Major) to be shared with prospective employers for assessment and selection purposes.
- Review and verify all COOP/Internship program pre-requisites and requirements and recommend students placements based on student program requirements.
- Responsible for ensuring all COOP/Internship contractual and documentation requirements are in place before the program starts, and ensure documentation is archived as per RIT policies and procedures.
- Collate and prepare all COOP/Internship evaluation results upon completion of programs and submit reports to academic faculty for evaluation purposes, and update final results/grades as per RIT policies and procedures.
- Responsible for the development of management reports on the effectiveness of COOP/Internship programs
- Supports and assists in the activities related to career services and outreach, including but not limited to career fairs, alumni events, and employer talks i.e. 'Career Wednesdays' ...etc.
- Liaise across departments and functions in preparation for all career services and outreach programs (i.e., IE, Faculty, Security, HR, Marketing ...etc.).

- Responsible for delivering the COOP preparation course as per operational requirements and make recommendations on course design as necessary.
- Ensure all student information is accurately recorded and archived in the CRM as per RIT policies and procedures.
- Assist in maintaining positive working relationships with employers/partners to support the delivery of career services and outreach programs.
- Act as the focal point for all CRM related issues and queries from students and faculty and address and resolve queries as per RIT policies and procedures.
- Provide career advisory sessions with students and graduates in respect to career services and outreach programs.
- Ensure compliance with all relevant (internal and external) regulations including QHSE requirements using RIT policies and procedures as appropriate.

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 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 – Student 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.