Job Description

<table>
<thead>
<tr>
<th>Position:</th>
<th>Head of Center for Career Development and International Programs</th>
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<tbody>
<tr>
<td>Unit:</td>
<td>Center for Career Development and International Programs (CDIP)</td>
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<tr>
<td>Reports to:</td>
<td>Dean of Students</td>
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<tr>
<td>Start Date:</td>
<td>Available immediately</td>
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<td>Direct Reports:</td>
<td>Center staff</td>
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<td>Application Deadline:</td>
<td>January 31, 2020</td>
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The Asian University for Women (AUW) is an international university which recruits students from across Asia and the Middle East. AUW offers a high-caliber liberal arts and sciences education for young women interested in topics ranging from public health to politics to environmental science. AUW graduates have gone on to work in business, international development agencies, government institutions, and research facilities, expressing their commitment to using their leadership skills to tackle challenges facing their home countries and women around the world. Further information about AUW is available at [www.asian-university.org](http://www.asian-university.org).

AUW is seeking to appoint a **Head of Center** who will be based in Chittagong, Bangladesh. The post holder will play a leading role in the provision of information, advice and guidance and other support for the career development of students and alumnae and the running of international programs.

**Position Overview:**
The Head is responsible for managing careers development support services, international programs and alumnae support. The Head will manage the Center and its staff and work closely with the Faculty and the university administration. The Head reports to the Dean of Students who, in turn, is responsible to the Registrar and Chief Operating Officer.

**Job Responsibilities:**
- Manage the Center for Career Development and International Programs, including staff supervision, professional development and budgets;
- Prepare and implement effective and creative support programs for careers development, entry to Graduate School, alumnae relations and international programs;
- Work with employers and higher education institutions on the provision of employment and graduate school opportunities for AUW students and alumnae;
- Support students with all aspects of their employment searches including, for example, professional development, individual and group coaching, mentoring and counseling, reflection on competencies and career paths and professional etiquette:
• Manage the delivery of mentorships, placements, internships, work study programs and other employment opportunities for AUW students and graduates:
• Negotiate agreements with employers and international partners to provide employment and study opportunities for AUW students and alumnae:
• Support the University’s selection process for internships, placements and awards and scholarships
• Act as chief liaison point for the administration of international exchanges and study abroad placements:
• Oversee the development of the university’s work in service learning and community development (supported by a specialist member of staff):
• Support the development of an alumnae relations network:
• Ensure the provision of clear and accessible information on employment opportunities
• Support the work of the Centre through effective communications and marketing, and assist with the corporate outreach of the University and the AUW Support Foundation:
• Ensure the provision of effective and accurate data:
• Report on the effectiveness of the work of the Center and report on graduate outcomes and destinations:
• Make effective use of technology in the delivery of services:
• Promote the linkage of the work of the Center with good practice in learning and teaching:

Qualifications and Experience:
• Good undergraduate degree. A Postgraduate degree would be an advantage since the post holder will assist students with entry to graduate school:
• Minimum 5 years’ work experience, with at least 3 years’ experience in similar roles in careers services, student placements, recruitment or employment and professional development:
• Ability to plan services strategically and operationally:
• Effective leadership management and organizational skills:
• Skill for working across the University and beyond, including employers, agencies and other higher education institutions:
• Effective and persuasive communication and negotiation skills:
• Good command of English Language:
• Awareness of good practice and challenges in career development and the links to teaching and learning:
• Strong project management skills:
• Understanding of effective practice in marketing and communications:
• Cross-cultural awareness.

To Apply: Send a resume and cover letter to Katsuki.Sakai@asian-university.org