



جامعة الأمير محمد بن فهد الأهلية

PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Job Title:

Recruiter, Career Services

Duties and Responsibilities:

- Supervision and Program Management: Monitor the distribution of overall work assignment, assures communication among staff, and manages multiple tasks to support the Department's mission. Provide the vision; oversee the design, implementation, and assessment of the Department's programs. Relationships & Networks: Design, implement, and assess an integrated outreach at targeted constituents to increase the number of experiential, networking, and employment opportunities available to students.
- Serve as a liaison to faculty
- Integrating Technology: Evaluate and develop a working knowledge of the technology needed to manage programming sponsored by the Department of Career Services
- Career Counseling: Counsel student individually and in groups on career assessment, goal setting, and employment and / or graduate school selection. Conduct and facilitate workshops
- Professional Involvement: Represent the office in local and national professional associations by serving on committees and presenting at conferences

Qualifications:

- University Degree in related field
- The ability to speak and write in English
- Excellent organizational skills
- Has managerial and marketing experience
- Strong communication skills