

JOB TITLE: Career Centre Senior Specialist

LOCATION: Doha, Qatar

DEPARTMENT NAME: Student Life and Counselling

END DATE OF ADVERTISEMENT: MAY 30, 2019

COLLEGE/DEPARTMENT PROFILE:

The College of the North Atlantic - Qatar is inviting applications for the position of Career Centre Senior Specialist in the Student Life and Counselling Department. Reporting to the Student Life and Counselling Section Head, must be a proven leader with the skills and expertise necessary to support the Student Life and Counselling Department in fully implementing the College's mission and vision.

COLLEGE OF THE NORTH ATLANTIC - QATAR PROFILE:

The beautiful and culturally progressive State of Qatar is home to the world-class post-secondary institution, College of the North Atlantic-Qatar (CNA-Q). Internationally recognized as a comprehensive technical college, CNA-Q is committed to high quality, student-centered education. This commitment is reflected through state-of-the-art facilities, accessible and responsive technology programs and strong partnerships with industry.

With more than 600 staff and 3,000 students, CNA-Q is one of Qatar's largest post-secondary institutions offering over 30 diploma programs through student-centred learning. By providing training in a range of technical areas including Engineering Technology, Health Sciences, Industrial Trades, Business Studies and Information Technology, CNA-Q brings the State closer to the goals of Qatar National Vision 2030.

DUTIES & RESPONSIBILITIES:

This position requires an energetic and enthusiastic individual who will provide effective careers guidance and career development support to students and graduates, working in collaboration with a range of college employees to ensure the service is meets the needs of students.

Candidates should have an outstanding record of industry experience in Career Guidance counselling or related field, and possess the qualifications necessary to be successful in the role of Career Centre Senior Specialist. The successful candidate is responsible to provide careers information, advice and guidance to students and graduates, design, and deliver a range of career related workshops, presentations and employability skills sessions. Candidates will also liaise with CNA-Q Schools and Departments regarding college programs and curriculum pathways to ensure careers guidance is tailored to student needs.

The Career Centre Senior Specialist will conduct coaching and counselling sessions with students to enhance skills and co-ordinate the timetable of college-wide events. Candidates will maintain effective relationships with sponsors and potential employers and develop opportunities for students to access employers directly. Candidates will also provide advice to students applying to universities abroad and plan, “student employment” programs for the campus and ongoing monitoring, evaluation and reporting.

QUALIFICATIONS

EDUCATION AND CERTIFICATIONS:

- Degree in Educational Psychology/Counselling/Higher Education (Masters preferred) or equivalent
- Certificate or Diploma in Career Counselling/Development or related area

EXPERIENCE:

- Minimum 5 years of relevant experience

LANGUAGE:

- Fluency in written and spoken English language required
- Fluency in written and spoken Arabic language is preferred

OTHER REQUIRED SKILLS:

- Ambitious and self-motivated team player with a high standard of professional integrity.
- Demonstrable experience in career guidance and counselling.
- Reliable and dependable with a desire to lead by example is required. A proactive can-do attitude to work and good time management is essential.
- The ability to think analytically and solve problems and a good attention to detail is required.
- Commitment to positive relationship building and effective working relationships across all levels of the organisations is required.
- Knowledge of student success/career planning is required.
- Knowledge of student life cycle is desirable.
- A commitment to ongoing training and continuous professional development is desirable.
- Candidates should demonstrate explanatory communication and interpersonal skills.

HOW TO APPLY:

Applications should be submitted via our online application portal at <https://careers.cna-qatar.com/en/job-search-results/>.