



University of Kurdistan Hewlêr  
زانکۆی کوردستان ههولێر

**Vacancy Announcement**

**Career Development and Internship Coordinator**

The Career Development and Internship Coordinator designs and implements comprehensive career development programs that prepare students for professional success across all academic levels. This position coordinates learning and development initiatives and utilises data science methodologies to assess and enhance student outcomes and career readiness. The key focus areas are:

- **Learning and Development:** Provides career counseling and skills workshops.
- **Student Success Data Science and Assessment:** Collects and analyses data to improve career services.
- **Building business relationships:** Builds relationships with industry partners to expand internship opportunities.

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<b>VACANCY TITLE:</b>	Career Development and Internship Coordinator
<b>VACANCIES AVAILABLE:</b>	One
<b>DEPARTMENT:</b>	Student Affairs
<b>JOB FAMILY:</b>	Administration
<b>TYPE OF CONTRACT:</b>	Full-time
<b>HOURS OF WORK:</b>	40 Hours/Week (08:30 AM – 04:30 PM, Sunday - Thursday)
<b>PLACE OF WORK:</b>	University of Kurdistan Hewlêr
<b>REPORTING TO:</b>	Director of Student Affairs
<b>APPOINTMENT DURATION:</b>	Three Years
<b>PROBATION PERIOD:</b>	Six Months
<b>APPLICATION DEADLINE:</b>	The application is open until the position is filled
<b>JD VERSION:</b>	020625

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### DUTIES AND RESPONSIBILITIES

The Career Development and Internship Coordinator will:

- Design, implement, and evaluate comprehensive career development programs for students at all academic levels.
- Coordinate the Learning and Development function within Student Affairs to ensure alignment with career readiness goals.
- Establish and manage the Student Success Data Science and Assessment program to track, analyse, and report on student development outcomes.
- Develop and deliver career workshops, seminars, and courses focused on professional skill development.
- Create and maintain relationships with employers to develop internship and job opportunities.
- Coordinate career fairs, networking events, and employer information sessions.
- Provide individual career counseling and job search assistance to students.
- Implement career assessment tools to help students identify strengths and career paths.
- Develop online resources and virtual career services to reach all student populations.
- Collaborate with academic departments to support and deliver the programs.
- Establish mentoring programs connecting students with alumni and industry professionals.
- Undertake any other reasonable duties commensurate with the nature of the post, at the discretion of the line manager.

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### PERSON SPECIFICATIONS

The Career Development and Internship Coordinator should have the following skills and competencies:

- A minimum of a bachelor's degree in Business Administration, education, or a related field.
- 3 – 5 years of relevant work experience.
- Excellent written and verbal communication skills in the English language.
- Strong computer skills, with the ability to use relevant software tools.
- Demonstrated experience in designing and delivering career development programs.
- Strong knowledge of career services, labor market trends, and employment opportunities.
- Excellent interpersonal and counseling skills to support students in career planning.
- Strong organizational skills with the ability to manage workshops, events, and networking opportunities.
- Proficiency in collecting and analysing student success data for program assessment.
- Maintain strict confidentiality at all times, ensuring that all sensitive information is handled with the utmost discretion and per institutional policies and regulations.



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#### HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to [jobs@ukh.edu.krd](mailto:jobs@ukh.edu.krd) by indicating the specific Vacancy Title: Career Development and Internship Coordinator and inserting the most recent passport-size photo in the area provided on the application form.
  - Only complete applications: Application Form (with the most recent photo), Personal Statement and CV will be considered.
  - The size of the photo must be 45mm x 35mm with no less than 150 pixels for quality.
  - Any application that does not specify the vacancy applied for will not be considered.
  - An Application Form is available at 'Vacancies' on the University website (<http://www.ukh.edu.krd>) or click [here](#) to download it.
  - Only short-listed candidates will be contacted for an interview.
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