

JOB OPPORTUNITY AT STRATHMORE UNIVERSITY

Job Title: Attachments and Partnerships Coordinator
Department: School of Computing and Engineering Sciences
Reporting to: School Manager

Basic job summary:

The Attachment coordinator will be responsible for coordinating all activities relating to student attachment, creating an environment for student career development and facilitating students' readiness for the work environment during and upon completion of their studies at School.

Duties & Responsibilities:

1. To conduct visits to existing and prospective employers with a view to obtaining agreements that will potentially lead to memoranda of understanding for student placement;
2. To prepare an annual plan for graduate recruitments, invite industry experts for career talks, and provide recruitment support to employers during onboarding of students and to facilitate networking opportunities for students and alumni with industry representatives on career opportunities and possibilities;
3. To conduct surveys on student employability skills and identify training needs for students and develop a strategy of addressing the identified needs;
4. To coordinate the School's specific mini career fairs, roundtables with human resources, and other career-related events to communicate information on the organizations' recruitment processes and create a rapport with employers in liaison with the University's Central Career Development Service Office;
5. To coordinate end-to-end activities relating to both Service-Based and Work-Based Learning for School students in liaison with the Director and Manager, Undergraduate Programs;



6. To monitor operations in the Attachment Office and create procedures to aid in efficiency in the office operations;
7. To provide career counseling to the School students which includes, but not limited to, necessary preparation needed for the job market, mock interviews, CV preparations among other expectations;
8. To provide management with accurate, timely, and complete reports on Career Development Services' events within the school, Strathmore's employability rate, and annual student/alumni job placement and to support in conducting the Graduate Tracer and Exit surveys for School students to facilitate decision making;
9. To gather and ensure information sharing on partnership activities within the school and in liaison with the partnerships and internationalization department coordinate School related events and visits to the University by international stakeholders;
10. To conduct surveys, analyze and prepare reports for process improvement as part of the core duties in ensuring effective operations;

Minimum Academic Qualifications:

- A Bachelor's Degree in relevant field
- At least 3 years of program administration experience

Experience:

- At least 3 years of program administration experience

Competencies and Attributes

- Strong analytical skills
- Attention to details
- Excellent communication skills



PEOPLE & CULTURE ANNOUNCEMENT



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- Good understanding of MS Suite

Are you qualified for this position and interested in working with us? We would like to hear from you. Kindly send us a copy of your updated resume and letter of application (**ONLY**) quoting “*Attachments Coordinator*” on the subject line to recruitment@strathmore.edu by **19th July 2024**.

Due to the large number of applications we may receive, kindly note that only the shortlisted candidates will be contacted.

Please be advised that Strathmore University is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.



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