



NATIONAL EDUCATIONAL UNIVERSITY

**Student/Alumni Assistance and Career Development
Center Regulations**



Article 1. Scope of the Regulation

1.1. The "NEU - National Educational University" (hereinafter referred to as the "University") Student/Alumni Assistance and Career Development Center Service is a structural unit of the University

1.2. The center conducts its activities in accordance with the current legislation, subordinate normative acts, the University's regulations, the procedure for handling cases, personnel management rules, this provision, and other legal acts of the governing bodies in the institution..

Article 2. Goals and functions of the Center

2.1. The goal of the Center is to promote the career growth of university students and graduates, to develop general skills necessary for employment, which will help young people establish themselves in the labor market and, accordingly, in professional and social realization.

2.2. The functions of the Center are:

- a) Supporting students/graduates (assistance in correctly defining job goals and expectations, developing interview skills and introducing job search strategies, teaching resume writing - modification, preparing for interviews with employers, etc.);
- b) Informing students/graduates about the dynamics and prospects of the labor market. Providing them with consultations regarding current and future labor market requirements.;
- c) Offer regular training to students/graduates to develop skills necessary for employment;
- d) Assisting students/graduates in professional orientation and self-determination, setting priorities, and properly managing their education and career;
- e) Assisting students/graduates in their relationships with employers and planning and implementing specific thematic events for this purpose;
- f) Close cooperation with employers to facilitate student employment, bring employers closer to the learning process, and ensure their involvement in the development and implementation of training programs;
- g) Quantitative and qualitative analysis of vacancies on employment websites in order to monitor labor market dynamics and trends and identify active employers;
- h) Cooperation and exchange of information with non-governmental and international organizations and state structures working on labor market and employment issues;
- i) Labor market research, periodic surveys of both students and employers to monitor the demand and supply of human resources;

2.3. Trainings to improve qualifications are conducted using the Center's internal resources. The Center may periodically invite experts from various organizations to conduct specific trainings.;

2.4. The Center periodically organizes meetings with specific employers. Students/graduates have the opportunity to nominate employers of interest to them and the Center will schedule meetings with the heads of these companies at the university;

2.5. Together with employers, the Center periodically organizes various incentive or informational events, meetings, and seminars to bring students and employers closer together and facilitate the exchange of information between them;

2.6. The Center pays great attention to promoting the employment of students/graduates with disabilities, as well as other vulnerable groups (socially vulnerable, displaced families, etc.);

2.7. The Center will separately register the students/course graduates specified in paragraph 2.6 and develop personalized approaches for them through individual work with the employer (if any);

2.8. The Center annually submits a report with statistical data to the University Rector. The purpose of the report is to present in detail the results of the Center's activities;

2.9. Participation in budget formation.

Article 3. Structure of the Center

3.1. The center is managed by the center director..

3.2. The head of the center is appointed and dismissed by the rector..

3.3. In case of temporary absence of the head of the center (vacation, business trip, illness, temporary absence for more than 2 (two) days), his duties are temporarily performed by another employee of the university in accordance with the relevant order of the rector..

Article 4. Head of the Center

4.1. The head of the center ensures:

- a) Coordination of the work of the Center;
- b) Setting priorities for the Center's work and planning and organizing specific activities and events to implement them;
- c) Drawing up a plan of regular trainings (own action plan) that the center should offer to students/graduates throughout the year;

- d) Providing consultations to students/graduates on professional orientation and employment issues, placing them in the right position, taking into account their career goals;
- e) Creating a unified database of employers with detailed contact information for organization leaders and human resources managers;
- f) coordinating relations with employers, establishing regular contacts with employers for the purpose of exchanging information;
- g) Forwarding student/graduate data to specific vacancies, as well as finding internship or other employment opportunities for them;
- h) Regular analysis of labor market dynamics, monitoring of existing vacancies;
- i) Assisting and supporting students/graduates in their relationships with employers;
- j) Arranging targeted meetings with employers;
- k) Developing and implementing new projects and ideas, finding donors and partner organizations;
- l) Ensuring effective and efficient communication with university structures and students/graduates, as well as partner organizations;
- m) Sharing information with the school dean and collaborating with him/her to consider sharing opinions and recommendations;
- n) Participates in the process of forming the university budget.

Article 5. Transitional and final provisions

5.1. This Regulation is approved by the University Senate

5.2. This Regulation of the University shall enter into force upon signing;

5.3. The adoption, cancellation, amendments and additions to the Regulation shall be carried out by the Senate

5.4. This Regulation shall cease to be valid upon the approval of a new Regulation.