CAREER SERVICE CENTER

***ADMINISTRATION***

1. **The Head of Career Service Center is Mairo Yahaya Hassan**

**Roles and Responsibilities below**

* Oversee the operation of Career Service Center, including Staff Management, budget allocation, and strategic planning
* Develop and implement policies, procedures, and programs that effectively meet the career development of cadets

**Career Counselor**

* Provide one-on-one counseling sessions to help Cadets and Staff with Career Exploration.
* Assist in identifying strengths, interests, and career paths.
* Conduct assessments and workshops.

**2. Program Coordinators: Mr Ezra Daniel and Muhammad Attahir**

* Oversee specific programs and initiatives, including internship placement, job fairs, and workshops.
* Manage relations with external stakeholders and organizations.

**3. Administrative Staff: Zainab Bello Duwap and Nasir Babangida shu’aibu**

* Handle the logistical aspects of the center, including scheduling appointments, managing records, and maintaining databases.

4**. Public Relation Officer**. **Sahalatu Ahmad**

* Developing and implementing communication strategies that align with career service center objectives and value

5. **Technology Support: Mustapha Salim ( Senior system programmer)**

* Maintain and update **Career Services Software** and online resources, including job boards and application platforms.
* Provide assistance with technology usage for both Staff and Cadets.

**SERVICES OFFERED**

**Engagement with Cadets/Staff**

* Regular outreach through emails, and social network

# *PROGRAM*

The Career Service Center typically offers a variety of Programs and services designed to assist Cadets and Staff in their Career Development. Here are some common programs Provided at the center:

1**. Career Counseling**: One-on-one sessions with career counselors to help individuals assess their skills, interests, and career options.

2. **Job Search Strategies**: Sessions on effective job search techniques, including how to use online job boards and networking effectively.

3. **Career Fairs**: Organized events where employers can meet with potential candidates. These may include specific industries or be more general in nature.

4. **Networking Events**: Opportunities for Cadets to connect with Alumni and professionals in their field of interest.

5. **Internship and Co-op Programs**: Information and assistance in finding internships and cooperative education opportunities, which provide real-world experience.

**6. Workshops on Professional Development:** Skill-building workshops on topics like networking, personal branding, LinkedIn optimization, and professional etiquette.

**7. Job Shadowing Programs:** Opportunities for Cadets to observe and learn from professionals in their field of interest.

**8. Career Assessment Tools:** Access to tools and assessments that help individuals identify their strengths and interests to guide their career choices.

**9. Follow-up and Success Tracking:** Programs to help individuals track their job search progress and connect with alumni who have successfully navigated their career paths.

# *JOURNALS*

We have various types of Resources or Publications that could be beneficial for Cadets / Staff This includes the following:

1. **Career Development Journals**: These may focus on topics such as career planning, job search strategies, and professional development. Examples include the ‘Journal of Career Assessment

**2. Labor Market Research:** Publications that analyze employment trends, job outlooks, and economic forecasts can be valuable for understanding the current job market. Reports from organizations like the Bureau of Labor Statistics (BLS) may be included.

**3. Professional Associations:** Many fields have professional associations that publish journals or newsletters relevant to specific careers. These can provide networking opportunities and insights into the latest industry developments.

**4. Networking and Personal Branding Guides:** Journals or guides that discuss networking strategies, personal branding, and resume building might also be available to help students market themselves effectively.

**5. Internship and Job Listing Databases:** While not journals, a career service center may provide access to databases or publications that list internships and job openings.

# *ACTIVITIES*

The Center offers a variety of activities and resources to support Cadets and Staff in navigating their career paths. Some common activities at the Center as follows :

**1. Career Counseling:** One-on-one sessions with career counselors to discuss career goals, interests, and pathways. Counselors can provide guidance on job searching, resumes, interviews, and career planning.

**2. Workshops and Seminars:** Regularly scheduled workshops covering topics such as resume writing, interview techniques, networking skills, job search strategies, and LinkedIn optimization.

**3. Job Search Resources**: Access to job boards, internship listings, and company profiles. Some centers may also have exclusive job postings for students and alumni.

**4. Internship and Employment Opportunities:** Information and resources related to internships, co-op programs, and entry-level job openings in various fields.

**5. Career Assessments**: Administering assessments and tools that help individuals identify their interests, strengths, and potential career paths.

**6. Alumni Services:** Providing career support for Alumni, including resources for job searching, networking opportunities, and ongoing professional development.

**7. Online Resources and Portals:** Access to online databases, career-related articles, templates, and tools for effective job searching and career development.