

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

Job Reference No.: JV957

Company Name: Abu Dhabi vocational education & training institute

Company Type: Government



Job Position/Title:	Career Counselor	Academic Major:	Mass Communication - Human Services & Counseling Marketing
Salary Range:	24000 to 26000	Years of Experience:	Fresh Graduate or 1 to 3 years of experience
Job Location:	AlReef/Delma/Baynounah Abu Dhabi & Northern Emirates	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	• Interview students to obtain employment history, education background and career goals. • Administer and interpret tests designed to determine the interests, aptitudes and abilities of students. • Collect labour market information for students regarding career choice and skill requirements. • Counsel students on career related issues. • Assist students with completion of various components of the application process for training. • Keeping up to date on program changes and current labour market trends. • Implement and manage career fairs and visits. • Manage a fairly large caseload. • Ensure all files are complete and consistently current. • Implement and maintain ADVETI's Quality Assurance policies and procedures through application audit and continuous client feedback. • Act as an Ambassador for The Institute of Applied Technology, fostering relationships with both community and commercial representatives. • The responsibilities listed above are not exhaustive. Additional duties may be added from time to time depending on organizational requirements..		
Minimum Qualifications:	Bachelor of Mass Communication / Human Services & Counseling Marketing		
No. of Positions Required:	3		
Job Close Date:	10/04/2016		

هام: المعلومات الواردة في هذا النموذج هي فقط لطلبة وخريجي جامعة الإمارات العربية المتحدة ولا يحق نشرها أو تداولها خارج نطاق الجامعة
IMPORTANT: The information presented in this document is for UAEU students and graduates only and cannot be shared outside UAE University

To Apply, UAEU Graduates/Alumni should send their CVs to:
career@adveti.ac.ae