

Attachment 12

Approval: International Black Sea University Governing Board
Resolution
#03, 10/01/2024

International Black Sea University

Career Planning and Development Office

PROVISION

Tbilisi

2024

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Article 1. General provisions

1. Career Planning and Development Office of the International Black Sea University (hereinafter - office) is a structural unit of the university that provides support for career development of students and alumni and is focused on their employment and professional growth.
2. The functions, authority, structure and management of the office are determined by this provision.
3. The office is subordinate to the head of the Department of Development of Students and Alumni, responsible and accountable to him/her.

Article 2. Functions of the office

1. The functions of the office are:

- a) promotion of students in career development and employment;
- b) Providing students with information about the dynamics of the job market and existing prospects, conducting consultations on current and future career requests
- c) organization of seminars related to the necessary tools (preparation of resumes, participation in interviews, successful communication with employers) for employment and career development.
- d) Planning and implementation of visits by representatives of leading organizations and partners with the aim of organizing master classes at the university;
- e) Facilitation of project implementation by various companies at the university, including internships, sponsorships, and other collaborative projects;
- f) organization of job forums and provision of information to students/ graduates about job forums planned by partner organizations and their participation opportunities.
- g) Facilitation of local and international internships with partner companies, formation of internship programs and collaboration with them;
- h) helping schools in connecting with organizations relevant to their profile, in the placement and employment of students;

- i) based on the request of employers, giving recommendations to students and graduates based on the information received from the school's Dean's office;
- j) Sending job vacancies provided by employers to targeted groups and facilitating necessary procedures for their employment.
- k) conducting analysis of job vacancies available on internet websites to observe the dynamics and trends of the job market;
- l) Periodic surveys of employers to monitor demand and supply in the job market;
- m) Creation and updating of databases of partner organizations.
- n) Continuous contact with students for the analysis of their employment and interest areas, and implementation of activities aimed at their career development
- o) Providing recommendations to employers for the recruitment/placement of students/graduates;
- p) Participation in meetings organized by employers, processing received recommendations, and sharing them with university leaders/managers.
- q) searching for systematic information about the job market, forecasting the job market, identifying demand-driven employment opportunities for future career and employment development;
- r) participation in the authorization/accreditation process within the scope of competence;
- s) performing other authorities defined by the provision;

Article 3. Office structure and management

1. The office includes:

a) head of office;

b) office assistants;

2. The Rector of the University appoints and dismisses the employee of the office in accordance with the rules established in the university, on the recommendation of the vice-rector in the field of administration.

3. When hiring, the qualification requirements for employees, if necessary, are determined by the rector.

Article 4. Management of the office

1. The office is headed by the head of the office.

2. The head of the office directs the daily activities with the functions and goals defined by this regulation.

3. The head of the office represents the office in internal university and foreign relations, plans and directs the office's activities, supervises the employees' activities and is responsible for their effective work.

4. The head of the office is accountable to the head of the department of development of students and alumni.

Article 5. Function-duties of the head of the office

1. Head of office:

a) directs the activities of the office in accordance with the regulations of the university and the present regulations;

b) distributes duties among employees of the office, gives them instructions and assignments;

c) develops an action plan of the office and submits it to the head of the department of development of students and alumni;

c) within the competence, participates in the internal university process of authorization and program accreditation;

d) represents the office with the bodies of the university and other units, and within the scope of his/her competence represents the university in dealings with third parties;

e) submits proposals to the department of student and graduate development regarding the structure of the office, staffing, organization of work, encouraging employees, imposing disciplinary responsibility and raising their qualifications.

f) advises students within the framework of university activities;

g) annually submits a report on the activities performed by the office to the head of the Department of Development of Students and Alumni;

h) exercises other powers granted by the immediate supervisor within the scope of his/her competence.

Article 6. Office assistant

1. Office assistant:

a) fulfills the tasks and instructions of the head of the officer within the scope of his/her competence;

b) is involved in the planning and implementation of activities initiated by the office;

c) is involved in conducting studies initiated by the office to determine the satisfaction of students and graduates;

2. The office assistant is accountable to the head of the office.

3. Only a university student can be accepted for the position of office assistant.

Article 7. Final Provisions

1. This provision shall enter into force immediately upon acceptance by the Governing Board;

2. Amendments to this regulation are made in accordance with the rules established by the university;
3. Changes are approved by the university's governing board.
4. Additional functions of the office can be determined by other normative documents of the university;
5. The vice-rector in the field of administration controls the implementation of this provision.