# JOB DESCRIPTION

## Head of Student Engagement and Employability Office (SEEO)

---

**Grade:** Head of Department

**Reporting to:** Associate Dean for Continuous Education and Student Success

**Post Holder:**

**Salary and Benefits:** As per contract

**Effective Start Date:**

---

**Description:**

The Head of Student Engagement and Employability Office role is initiated to promote the student engagement culture in the college in response to the growth and cultural diversity at GCET. This role is aimed at adding value to the student experience and supports students at all levels to take full advantage of graduate attributes gaining opportunities through well planned and managed extracurricular activities. The Head of Student Engagement and Employability Office actively engages with industry, Government, and other external stakeholders, through formal and informal relationships to support student employability activities and extends to maintaining ongoing relationships with college alumni (in partnership with MPRO).

**Duties of the Role:**

1. Oversight of aspects of student engagement, student support frameworks, and student employability.
2. Implementation of policies, procedures, and practices to ensure administrative quality and standards.
3. Propose to the Associate Dean (CE&SS), the strategic development, review, and implementation of policies, procedures, and practices to ensure student engagement, student development, student guidance and counselling, and student employability.
4. Ensuring understanding and implementation of the College's student engagement policies, procedures, and practices; and liaising with external bodies related to student engagement.
5. Perform and proactively engage in the implementation of the college wise strategic and operational plans to achieve the college assigned KPIs.

6. Implement the College's policies, procedures, systems, and practices, in compliance with the OAQA MoE, and Government expectations, standards, and regulations for student engagement and employability matters.
7. Liaise with senior academic and administrative staff in the institution to identify areas that promote student engagement.
8. Plan and manage students' extracurricular activities such as clubs, social and cultural events, sport events, and field trips ensuring equitability and appropriateness for the college nature.
9. Monitor and report on student participation and satisfaction rates in various social, cultural and recreational extracurricular activities, to ensure extracurricular activities meet student needs and the college wise graduate attributes.
10. Ensuring the student advisory council is established and operates in line with relevant laws and decrees and represents the students' voice.
11. Monitoring enhancements implementation to resources, services and facilities based on student satisfaction feedback and other sources of data, and these enhancements are communicated to students.
12. Providing services that assist students in preparing for employment, career planning, guidance and counselling, development of employment skills, and finding internships or job placements.
13. Ensuring students are offered structured opportunities to engage with prospective employers.
14. Review periodically the effectiveness of the career services and informed by graduate destinations data and feedback from alumni and employers.
15. Any other activities or matters that the Associate Dean (CE&SS) specifies or determines to strategically enhance the provision of quality, standards, and student engagement within the institution.

**Skills and Person Specification:**

1. Fluency and excellent written and presentational skills in both English and Arabic.
2. Ability to manage workloads in an organized, calm, and methodical manner.
3. Excellent time-management and prioritizing skills; and ability to lead and take staff in the required direction.
4. Excellent interpersonal skills and a good team player.
5. Ability to communicate clearly and assertively with a wide range of internal and external stakeholders.
6. Good understanding of national and international standards, policies, and practices in the areas of student engagement.

**Education, Qualifications and Experience:**

1. University Degree from an internationally recognized institution of higher education.
2. Minimum of 5 years of experience in Higher Education provision.

**Apply Now**