



NATIONAL EDUCATIONAL UNIVERSITY

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



Article 1. Scope of the Regulation

1.1. The Center for Student/Graduate Assistance and Career Development (hereinafter referred to as the “Center”) of the “NEU - National Educational University” (hereinafter referred to as the “University”) is a structural unit of the University;

1.2. The Center, within its competence, is guided by the legislation of Georgia, the University’s Statute, these Statutes and other legal acts.

Article 2. Goals and Functions of the Center

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

2.2. The functions of the Center are:

A. Supporting students/graduates (assisting 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 labor market dynamics and prospects. Providing them with consultations regarding current and future labor market requirements;

C. Offering regular trainings to students/graduates in order 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 communicating with employers and planning and implementing specific thematic events for this purpose;

F. Close cooperation with employers in order 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 observe labor market dynamics and trends and identify active employers;

H. Cooperation and exchange of information with non-governmental and international organizations, state structures working on labor market and employment issues;

I. Study of the labor market, periodic surveys of both students and employers in order to observe the demand and supply of human resources.

2.3. Trainings to improve qualifications are conducted with 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 name 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, seminars, in order 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 separately registers the students/graduates specified in paragraph 2.6. and develops personalized approaches for them through individual work with the employer (if any);

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

2.9. Participation in the formation of the budget.

Article 3. Structure of the Center

3.1. The Center is managed by the Head of the Center;

3.2. The Head of the Center shall be appointed and dismissed by the Rector;

3.3. In the event of the temporary absence of the Head of the Center (vacation, business trip, illness, temporary absence for more than 2 (two) days), his duties shall be 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 work of the Center and planning and organizing specific activities and events to implement them;
- C. Drawing up a plan of regular trainings (its own action plan), which the Center should offer to students/graduates during the year;
- D. Providing consultations to students/graduates on issues of professional orientation and employment, helping them find suitable positions aligned with their career goals.
- E. Creating a unified database of employers, with detailed contact information of heads of organizations and human resources managers;
- F. Coordination of relations with employers, establishing regular contacts with employers for the purpose of exchanging information;
- G. Forwarding data of students/graduates to specific vacancies, as well as finding internships or other employment opportunities for them;
- H. Regular analysis of labor market dynamics, monitoring of existing vacancies;
- I. Assistance and support of students/graduates in relations with employers;
- J. Arrangement of targeted meetings with employers;
- K. Development and implementation of new projects, ideas, search for donors and partner organizations;
- L. Ensuring effective and operational communication with both university structures and students/graduates, as well as partner organizations;
- M. Sharing information with the Dean of the School and cooperating with him in order to take into account the sharing of opinions, 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 University Regulation comes into force immediately after signing;

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

5.4. This Regulation ceases to be valid in the event of the approval of a new Regulation.