

## Careers Advisor / Teacher

Company:

**De Montfort University Kazakhstan**

Location:

**Kazakhstan / Almaty**

Discipline:

Employment Type:

**Permanent Full-time**

Posted:

**2023-03-13**

Contact Person:

**If you wish to apply for this position, please specify that you saw it on AKADEUS.**

### Careers Advisor/Teacher

#### De Montfort University Kazakhstan

**Location:** Almaty - Kazakhstan

**Salary:** \$28,000 (tax rate only 10%), annual flight allowance

**Hours:** Full Time

**Contract Type:** Permanent

**Start Date:** September 2023

#### ABOUT DE MONTFORT UNIVERSITY KAZAKHSTAN

Recently opened in September 2021, De Montfort University Kazakhstan (DMUK) is the first university to be fully licensed by the Government of Kazakhstan to offer UK qualifications in the country. Graduates of DMUK are awarded degrees from De Montfort University, Leicester, UK. The University offers a truly international experience for students through its UK curriculum and its employment of a high number of international academic staff. In addition, the University emphasises quality teaching and scholarship, a supportive and vibrant student environment and a focus on the skills and experience needed by graduates to accelerate their careers and get ahead in the competitive job market.

The successful candidates will lead on the planning, development and delivery of high-quality programmes, as well as inspiring and inclusive learning opportunities for students to help them achieve their learning goals.

In addition, you will also lead and promote innovation and quality enhancement in Learning and Teaching, as well as support the needs of the Department through taking responsibility for programme-related administration and monitoring.

#### JOB ROLE

A Careers Advisor/Teacher provides careers education, information, advice and guidance and learning support to undergraduate and postgraduate students and graduates through individual interviews and group work.

You'll help students to assess their values, interests, abilities and skills and relate these to opportunities for employment, further study and training. Your work will help students to make informed decisions, develop strategies and career plans. You'll also advise on how students can present themselves effectively at interviews and cope with the transition from HE to employment.

You will also work with academic colleagues to promote the employability of students, including careers education within the curriculum, and liaise with employers to help them recruit students and graduates.

### **RESPONSIBILITIES:**

- Guide students in determining their interests and abilities using a wide range of methods, such as aptitude assessments, interviews and planning materials
- Counsel individual learners, working with them to aid in the development of both hard and soft skills
- Conduct group workshops on a variety of topics, including writing resumes and cover letters, successful job interviewing, using university employment databases and career development resources, researching graduate programs, and more
- Work with students to overcome issues that could undermine their academic or career success
- Help students craft a long-term plan for reaching their career objectives
- Connect learners to additional resources such as financial aid, vocational training, extensive counseling and therapy services, medical care providers, or other state and local assistance as needed
- Plan and publicize the career services center's programs and events such as workshops, job fairs, and orientation sessions
- Collaborate with faculty, staff and other student services divisions to help achieve university-wide goals and contribute to its long-range planning
- Any other duties within the scope of this role

### **Requirements:**

- Excellent written, oral communication and interpersonal skills
- Strong presentation skills
- Organisational skills and good time management
- IT literacy, including the ability to use email, various software packages, the internet and social media technologies
- Ability to cope with a variety of tasks under pressure
- Awareness of current issues in HE and graduate employment
- Patience, empathy and resilience
- Ability to work both independently and as part of a team
- Negotiating skills

### **Almaty, Kazakhstan**

#### ***"A best kept secret"***

Kazakhstan is a dynamic and exciting country. Its fascinating geography and history make it a great place to live, study, work and visit.

**DMU Kazakhstan's campus is located in the heart of Almaty. After lectures, you can go**

**for a hike in the beautiful natural areas surrounding Almaty.**

**The city's natural beauty alone is a good reason to work in Almaty. Almaty is situated in the south-eastern part of Kazakhstan. With the backdrop of the gorgeous Zailiysky Alatau mountains, it's the perfect place for those looking for a picturesque city to live in.**

**With a relatively low cost of living, Almaty is also very affordable. Almaty has a great choice of shops, restaurants, bars, and a lively mix of music, film, sport, comedy and culture as well as lots of green spaces within and surrounding the boundaries. It's 'the perfect size' - big and historic enough to impress, yet compact, friendly and safe enough to call home.**

#### **HOW TO APPLY**

To apply for the post, please send your CV to [jobs@dmuk.edu.kz](mailto:jobs@dmuk.edu.kz)

**For more information follow the link <https://dmuk.edu.kz/>**

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