

David Tvildiani Medical University (DTMU)

Center for Career Development and Collaboration with Graduates

The Provision

Article 1. Scope of statute

1. DTMU (“University”) Career Development Center (“center”) is auxiliary structural unit of the University administration.
2. Center, within its competence, is guided by the legislation of Georgia, the Charter of the University, the University's Legal Acts and the present Statute.

Article 2. Goals and Functions of the Center

1. The Goal of the Center is:

To promote University students and young personnel in the search of means for their employment/ development, relevant to their knowledge, interests and abilities, in purpose of their successful professional self-realization and providing of fruitful and useful for society activities.

2. Functions of the Center are:

- 2.1. Informing the target audience about the activities of the Center, about seeking of significant sources for career development, current and perspective requirements of the labor market, planned events and trainings.
- 2.2 Cooperation with all interested parties (seeker, employer, professional association) and university structures, members of academic community / institutions and groups and graduates.
- 2.3 Organizing workshops: with employer, employers’ groups, students and other job prospects for career development.
- 2.4 Organizing “Employment Forums” and other similar activities, related to employment and development.
- 2.5 Prepare and conduct trainings (and / or organize)
- 2.6 Prepare annual reports (with purpose of reporting and planning)
- 2.7 Research activities: Planning of individual surveys and / or other (Educational Centers, public health school, other research stakeholders, professional / public organizations, etc.) involvement in research related to professional development and career growth.

Article 3. Forms, Methods and Means of Activities of the Center:

3.1 Informing:

- A) the students, university staff (academic and administrative) about the activities, plans and future prospects of the Center;
- B) employers and professional associations at national and international level on the activities of the Center, about the issues, relevant to their interests and future mutually beneficial cooperation;
- C) the students about the dynamics and perspectives of the labor market. Consulting them on the current and future requirements of the labor market;
- D) the state of the university about opportunities of their individual and professional development in the context of university activities (professional and public) .

3.2 Cooperation:

- A) Assistance of students in professional orientation and self-identification, in determining priorities and in proper guiding of their own education and career;
- B) Help students in relations with employers and plan and implement specific thematic measures for this purpose;
- C) close cooperation with employers in order to facilitate future employment of students, to approximate employers to the learning process, and in the future, to provide their engagement in the learning programs, in the modeling/simulation of employment;
- D) Cooperation with the organizations working on labor market and employment issues, cooperation with state, non-governmental and international organizations and exchange of information, to participate in thematically relevant activities;
- E) Develop a student registration mechanism in training with the faculty administration.
- F) The Center will give special attention to facilitating employment for disabled students and other vulnerable groups (socially vulnerable, IDP families and others). The center separately recruits such students and develops personalized approach to the employer through individual work.
- G) The Center shall cooperate with the administrative, academic and / or other staff members with the purpose of determining the goals of their development (personal and / or professional / service); To this end, he will conduct questionnaires, semi-structured and / or individual (in case of demand) interviewing methods and to plan appropriate resources for group development.
- H) The Center will cooperate with the Faculty and University Structures to exchange information, to plan the activities (studies, discussions, other meetings) and / or to improve the efficiency of the planning process.

I) The Center will collaborate with the DTSU graduates (including overseas), through planning and implementing new projects (promoting student growth).

3.3 Organizing workshops:

The Center will periodically organize meetings with specific employers. Students will have the opportunity (via e-mails or web-pages), to periodically name interesting for them employers and the Center will plan meetings with the heads of these companies at the university.

3.4. Employment forums and other related activities and development related activities.

A) Once an year the Center will conduct a Employment forum

B) With the purpose of providing more closed relationship, facilitating the exchange of information between students and employers, along with the employer, the Center periodically organizes various promotional or informational events, meetings, seminars.

C) The Center will actively cooperate in organizing such university activities (conference, seminar, workshop, etc.) which will facilitate the development of the state and / or provide information on the possibility of participating in such activities (national / international).

3.5 Prepare and conduct trainings

A) Regular training of students to develop skills required for employment.

B) The Center will regularly offer students training for the purpose of developing the general skills required for employment on several key topics.

C) Regular trainings will be conducted (for students and staff) with internal resources of the center. The Center can periodically invite experts from various organizations to provide specific training, based on financing opportunities.

3.6 Annual Reports Reporting (For Reporting and Planning)

A) The head of the Center is a member of the Strategic Management and Development Committee.

B) The head of the Center shall submit a report on the carried out work (at least once a year) to the Committee on Strategic Management and Development and a new (and / or revised) working plan within the framework of the University Action Plan

3.5 Research activities

- A) Quantitative and qualitative analysis of vacancies existing on employment websites for the purpose of observing market dynamics and tendencies and identification of active employers;
- B) To conduct labor market research at university level: Periodical survey of students and employers for monitoring the supply and supply of human resources;
- C) Develop new ideas and projects and seek appropriate funding for the future development of the Center;
- D) Encourage research on topics related to employment. Promotion of Students' interest in this direction and their engagement.

Article 4. Structure of the Center

- 1. The center is managed by the head of the Center, who is appointed and dismissed by the Rector, by the decree of the Dean.
- 2. The Center has two coordinators - in the management of the Center's activities and coordinates cooperation. Coordinators are appointed and are exempt from the rector's recommendation by the head of the Center.

4.1 Functions of the head

- A) Establishment of the Annual Work Plan of the Center. Compile calendar of events to be carried out over the year and coordinate the work of the center.
- B) Setting up the priorities of the Center's work and planning and organizing specific activities and activities for their implementation.
- C) Regular trainings courses that the Center should offer to students during the year. Periodic renewal and new courses;
- D) Consultation for students on self-determination, professional orientation and employment issues.
- E) Establishment of the Unified Database of Employers, Detailed Contact Information of the Managers' Organizations and Human Resource Managers;
- F) Coordinating relations with employers. Establishing regular contacts with employers for exchange of information.
- G) Transferring students' data to specific vacancies, as well as seeking other internships or employment opportunities;
- H) Regular analysis of labor market dynamics, monitoring of existing vaccines.

- I) Help and Promote Students in Relations with Employers.
- J) Arranging targeted meetings with employers. Organize employment forums and coordinate activities related to this event in both contextual and organizational terms;
- K) Periodic monitoring of the work of the Center and compiling annual report;
- L) Promotion and implementation of new initiatives; Designing ideas for projects, finding donors and partner organizations;
- M) Coordinate relations with Georgian and foreign partners, donors, Georgian and international organizations and all other interested parties;
- N) Ensure effective and operational communication with university structures and students as well as partner organizations.
- O) Sharing information and co-operation with faculty directors for sharing opinions, recommendations, and thus ensuring more effective work of the Center.
- P) Annual report on the activities carried out by the Center.

4.2 The coordinator of the Center shall:

- A) Providing information to students about the main issues of the Center's work.
- B) Provide initial consultation to students on career development, labor market issues.
- C) Assistance of students in case of application documents (review of CV, motivation letter, advice, recommendations);
- D) Informing students (through e-mails, short messages or other messages) on specific vacancies, dissemination of information provided by employers among students.
- E) Monitoring and updating employers' database.
- F) Facilitation of trainings organized by the Center.
- G) Administrative / organizational / logistical support of the events organized by the Center.
- H) Monitoring of information about the Center and its activities on the University website. Providing information to the relevant services to place it on the website (in agreement with the head of the Center).
- I) To communicate with employers and partner organizations within the scope of their competence (eg general information, exchange of data / sharing).

4.3 Co-coordinator for relations with graduates provides:

- A) Seeking contact information about graduates, database configuration and content management;
- B) Providing communication between the university and its graduates, inform the graduates of the DTSU on events, planned events and innovations in the university;
- C) Planning and implementation of events for the inclusion of graduates in the university life, popularization of the idea and the university's image enhancement;
- D) Formation of the Graduates Club;
- E) Finding international projects on issues related with graduates and their involvement in their university life;
- F) Implementation of volunteer's program for the purpose of promoting interested and engaging students in all planned activities;
- G) Strengthening the cooperation between students and students, promoting their career growth and implementation of joint projects.

Article 5. Quality Assessment Criteria of the activities of the Center (reflected in the report).

Each year the Center will prepare a report on the statistical data, which provides detailed information about the activities of the Center, reflects the number of students being redirected, employed and / or internships.

The report will be individually reflected in groups (gender, social, internally displaced) and statistics of various criteria.

The rights and responsibilities of the staff of the center are determined by the job descriptions and / or other legal acts of the university.