



## Career Center Services Policy & Procedures

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### 1.0 Purpose

- 1.1 The AUIB Career Center is committed to providing valuable career and post-development services to our students and alumni. This policy and associated procedures outline the key principles and guidelines governing the center's operations.

### 2.0 Scope

- 2.1 The AUIB Career Center offers the following services to colleges, students, and alumni.

### 3.0 Definitions

- 3.1 Career Center - a dedicated university service that offers services such as career counseling, resume reviews, interview preparation, job fair registrations, and other activities aimed at assisting individuals in their professional development and job search endeavors.

### 4.0 Policy

- 4.1 Our mission is to assist students and alumni in achieving their career goals through a variety of services, including internships, career counseling, job search assistance, and professional development resources. Our objectives are to:
- Equip students with the skills and knowledge needed to make informed post-AUIB career decisions.
  - Facilitate connections between students, alumni, university partners and employers.
  - Support our diverse student body in their transition from academia to continued education and the workforce.
  - Provide a welcoming, inclusive, and respectful environment for all individuals.
- 4.2 The AUIB Career Center offers the following services:
- Career advising and counseling.
  - Resume and cover letter reviews.
  - Interview preparation and mock interviews.
  - Experiential learning opportunities.



- Work study opportunities.
  - Job and internship postings.
  - Workshops, seminars, and career-related events.
  - Networking opportunities with employers e.g., job fairs.
- 4.3 Students can schedule appointments with the Career Center advisors through the Career Center online platform or by visiting the center in person.
- 4.4 Registration for workshops, seminars, job fairs, and other events can be done through the Career Center website.
- 4.5 Internship, experiential learning, and employment postings are available on the Career Center website.
- 4.6 Alumni are welcome to use the Career Center services and access career-related resources.
- 4.7 The Career Center will support in-person and virtual networking events to connect students and alumni.
- 4.8 The AUIB Career Center is committed to equal opportunity and does not discriminate based on race, color, religion, gender (male/female), age, disability, or national origin.
- 4.9 All information shared with the Career Center, including student records and personal data, will be treated with the University's data protection policy.
- 4.10 The Career Center will provide information to students and alumni about labor laws and regulations affecting their job search, including wage and hour laws and discrimination laws.

## 5.0 Procedure

- 5.1 To schedule a Career Center service, students should access the Career Service Center's appointment scheduling system. This system can be accessed through the university's website or by visiting the Career Center in person.
- 5.1.1 Students should log in using their university credentials or create an account if they do not have one.
- 5.1.2 Once logged in, students should select the type of service they are seeking, such as general career counseling, resume review, interview preparation or registration for a job fair.



- 5.1.3 Students will be presented with a calendar showing available dates and times for appointments or registration.
- 5.1.4 Students should complete any required fields, which may include their name, contact information, and a brief description of services they would like to access.
- 5.1.5 After providing the necessary information, students will receive an appointment confirmation with the date, time, and location (in-person or virtual) of the appointment.
- 5.1.6 Students will receive an email confirmation of the appointment or registration with a reminder about the scheduled date and time.
- 5.2 Students should attend the scheduled appointment, job fair, or other event, in person at the Career Center or depending on the service, via the virtual platform specified in the confirmation email.
- 5.3 If students need to reschedule or cancel their appointment, they can log back into the appointment scheduling system and make the necessary changes. It is advised to do so as early as possible to allow other students or alumni to book that slot.
- 5.4 After the career counseling appointment, students may receive follow-up resources, recommendations, or action items from the counselor as appropriate to their discussion.
- 5.5 Students are encouraged to provide feedback on their appointment experience through the Career Center's feedback system or surveys to help improve service.
- 5.6 This policy and associated procedures will be reviewed and updated as necessary to ensure alignment with university goals, policies, and legal requirements. Feedback from students, alumni and staff will be actively sought and considered in the policy review process.

#### **Related Policies and Documents**

Student Handbook  
Internship/Practicum