

APPROVED BY:

The Decision of the Senate

Protocol No. 7 from 27.06.2014 g.

The President of The Senate

_ ArikovaZ.n.



Comrat State University
Management of the Training Process and the Quality of Education

Guidance documents
QUALITY MANAGEMENT SYSTEM (QMS)

POSITION
About the Center of Professional Orientation and
Career Growth
Comrat State University

1. General Provisions

1.1. The Center of Professional Orientation and Career Development (hereinafter referred to as the Centre) is a structural subdivision of the Comrat State University (KSU).

1.2. The Center operates in accordance with the regulations of the Centre of Professional Orientation and Career Growth and in its activity is guided by:

-The law on education (from 21.07.1995) as amended and supplemented;

-Focus-frame for higher education (order No. 455 from 03/06/2011 g.);

Rules of organization of teaching in higher education on the basis of KNSO (2011);

-Orders and directives of the Rector of Comrat State University;

-Order No. 923 from 04.09.2001. "On employment of graduates in State higher and secondary specialized institutions;

-other laws and normative-legal acts regulating the activities of the KSU.

1.3. The Center was established in order to organize activities in a range of areas related to the creation of conditions for professional orientation and effective career development for students, their social integration in the labor market, careers for graduates and monitoring and implementation of career guidance work among high school students and the population of Gagauzia.

1.4. The Center is created and liquidated by the Senate of KSU.

1.5. The Centre for all matters relating to the execution of its functions, working with all parts of the CSU, as well as with the employment center of ATU Gagauzia, with enterprises and organizations, employers' associations, trade unions and associations, youth organizations and other concerned entities.

2. Objectives, tasks and functions of the Centre

2.1. Goals:

2.1.1. Implementation of tasks for career guidance and promotion of employment for graduates.

2.1.2. The creation of conditions for effective career development social integration in the labor market for students.

2.2. Objectives:

2.2.1. Development and realization of marketing policy to anticipate consumer demand and market conditions in the area of education.

2.2.2. The promotion of employment and career development of graduates.

2.2.3. Consulting work with students on career guidance and information on the state of the labor market and employment.

2.2.4. Consulting work with k-12 students for career guidance and the prestige of the chosen profession.

2.2.5. The organization of activities to promote the employment of graduates (job fairs, presentations of companies and professions, career days, etc.).

2.2.6. To build and maintain a database of graduates of KSU.

2.2.7.Organization and holding of consultations, trainings, seminars on social adaptation of students.

2.2.8.To assist students in planning of professional careers; monitoring the professional development of graduate and provide vocational and professional psychological support in managing career.

2.2.9.Assistance in organization of temporary employment for students and internships for graduates of the CSU.

2.2.10.The provision of information to students and graduates of KSU on vacancies in the labor market.

2.2.11.Organization and conduct of the professional activities.

4.2.12.The establishment and development of social partnership with employers; interaction with State and municipal authorities, public organizations and associations, etc.

2.3. The functions of the Center:

2.3.1.The preparation of summaries and posting on Internet sites (qualified assistance with résumé writing, posting it on leading web sites, staffing agencies, registration of free e-mail).

2.3.2.Systematic analysis of labor market needs in specialists.

2.3.3. Analyze the impact assessment of employment of graduates and KSU career opportunities in the labor market.

2.3.4.To study needs of enterprises and organizations in expertise, information on submitted bids Deans of faculties, heads of the producing departments of KSU.

2.3.5.The Organization and execution of activities on the guidance of career Days: KSU graduates, job fairs, presentations of companies and professions (professions), seminars, conferences, etc., on the activities of the Centre.

2.3.6.The Organization of activities to promote the employment of the graduates: activities with employers, representatives of executive bodies, public organizations and associations of employers (conferences, meetings, seminars, round tables, etc.).

2.3.7.The Organization of information and advisory support about employment to graduates of KSU.

2.3.8.The statistical processing of information and analysis on the distribution and analysis of all the activities related to the employment of the graduates of KSU.

2.3.9.The collection, collation, analysis and provision of information to students on the status and trends of the labor market, on requirements for the applicant's workplace.

2.3.10.Forming data bank employers and vacancies by major educational programs at KSU, an electronic database of graduates and job vacancies.

2.3.11.Preparation of reports on the activities of the Center.

2.3.12.Submission of proposals for the Organization of KSU administration, employment opportunities for students and graduates.

3.Beneficiaries of the Center:

-Students from schools and colleges of ATU Gagauzia;

- Students of KSU;
- Graduates of the KSU (for the surveillance of professional development);
- Pedagogical staff (to support career growth);
- Parents of candidates for training, parents of students, employers.

4.Law

In carrying out its functions, the Centre shall have the right:

4.1.To request and receive from entities of KSU and information related to the implementation of the career and promote the employment of graduates.

4.2.Propose to the administration of the KSU offers vocational guidance, to improve the Organization of work for the employment of the graduates and students of KSU, their adaptability in the labor market.

5. The Liability of the Center

5.1. The Manager is personally responsible for the fulfillment of the functions assigned to the Centre, for the timely and effective discharge of their responsibilities, the job descriptions.

6. The Structure of the Center

6.1.The organizational structure of the Center is determined by the order of Rector of the University.

6.2.The Center is headed by a Manager appointed and dismissed by the Rector, in agreement with the Pro-Rector on educational work.

6.3. TheManager ofthe Center in its work under the direct supervision of Pro-Rector on educational work.

6.4.The Center Manager is appointed by a person having higher professional education.

6.5.Freelance staff are persons responsible for career-oriented work in the departments and faculties of KSU.

6.6.Duties of the Manager of the Centre and the staff are determined by the job descriptions.

7.The Organization and Activities of the Center

7.1.The activities of the Center are integration in nature, ensuring the participation of relevant structural divisions of the KSU in achieving the goals and objectives of the Centre.

7.2. TheCenter integrates its activities with the deans and chairs of the University.

7.3.TheCenter is reorganized or abolished by the Rector's order on the basis of representations by the Pro-Rector on educational work.

7.4. Thechanges and additions to the present regulations are made by the Rector's order.

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««June 23, 2014.

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Vice-Rector for Academic Affairs _ Weaver L.T.
«25» June 2014g.

APPROVED:
The decision of the Senate (Academic Council) KSU
Protocol No. 7 of the 30 June 2014, ".
The President of The Senate
Rector Of KSU _ Arikova Z. N..