

UNIVERSITY OF NIŠ

Univerzitetski trg 2
18 000 Niš, Serbia

Number of students at the University: 28660

Number of faculties within the composition of the University: 13

University Centre for Career Development and Counselling of Students of University of Niš

Univerzitetski trg 2, Niš, Serbia

<http://www.karijera.ni.ac.rs/>

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karijera@junis.ni.ac.rs

The University Centre:

1. monitors and analyses student enrolment rates and efficiency of studying;
2. identifies problems in execution of curriculum and submits reports thereof to the Council of the Centre;
3. drafts competition advertisement for enrolment of students in the first year of studies and timely submits it to competent authorities;
4. ensures timely publishing of the student enrolment competition;
5. prepares information publications, internet presentations and other ways of introducing potential students to study opportunities in the University;
6. makes contacts with competent employment services, collects and publishes information on student employment potentials;
7. makes an integral database on graduate University students employed locally and internationally;
8. collects and publishes information on student scholarships and funding potentials;
9. organizes meetings of potential employers with students;

The Centre for Career Development in Niš offers free services to students, making the emphasis on the execution of vocational practice, development of significant capabilities such as writing professional resumes, job seeking and preparation of students for an interview with potential employers. The centre supports the activities aiming at improving liaison between academic communities, organizing visits of international experts for sharing experience and knowledge and creation of network of students, teachers, potential employers and other subjects that might contribute to the development of individual knowledge and skills.

Number of permanently employed / persons engaged on a different basis in the Centre: 1 / 2

Average number of contacts / interactions with clients/students
(personal, by phone, e-mail): 50-100

Current units / services in the Centre:

- ✓ Career information
- ✓ Career counselling
- ✓ Career education
- ✓ Liaison of academic and business community/ services for employers

The following is available to students:

INFORMATION:

- ✓ Access to information on practical work and job competitions
- ✓ Information on companies and employers
- ✓ Information and advice for self-employment / entrepreneurship
- ✓ Information on the labour market
- ✓ Information on where former graduates became employed
- ✓ Access to information on continuation of studies in the country and abroad
- ✓ Information on scholarships
- ✓ Information and guidance on finding post-graduate courses
- ✓ Receipt of job advertisement by e-mail
- ✓ Meetings / interviews with students in faculties
- ✓ Information brochures, guides, leaflets for students

COUNSELLING:

- ✓ Scheduling career counselling /face-to-face session
- ✓ Short counselling on the spot / open door – counsellor on duty
- ✓ Career counselling and information with the use of a computer in the Centre
- ✓ Career counselling and information by e-mail
- ✓ Reviewing and correcting CVs
- ✓ Reviewing and checking motivation and cover letters, references
- ✓ Guidance in applying for scholarships

EDUCATION:

- ✓ Workshops, e.g., career education, job-seeking, etc.
- ✓ Soft skills trainings
- ✓ Trainings for career guidance skills and development of employability
- ✓ Interviews / meetings with employers
- ✓ Getting familiar with different careers through panel discussions, lectures, etc.
- ✓ Visits to companies
 - Library
 - Post-Graduate Courses Database
 - Educational Institutions Directory
 - Employers Directory
 - Internet Access
 - Website
 - Employers Presentation
 - Fairs
 - Reference to other institutions

The following is available to prospective students:

- ✓ career information and guidance in relation to choosing a study program

The following is available to graduate students:

- ✓ access to all services for students for a certain period of time after graduation

The following is available to employers:

INFORMATION AND PROMOTION:

- ✓ provision of information on companies for students
- ✓ publishing job vacancies and other advertisements
- ✓ promotion of advertised permanent and occasional job posts
- ✓ promotion of opportunities for practical work
- ✓ targeted distribution of job advertisements
- ✓ targeted promotion of events at which employers take part
- ✓ possibility of holding presentations for students by companies
- ✓ possibility of attending fairs at universities

ASSISTANCE AND CONSULTANCY:

- ✓ special section at the site dedicated to employers
- ✓ consultancy on issues of employment and engagement of graduate students
- ✓ consultancy and assistance in organizing practical work
- ✓ collection of candidates' applications
- ✓ pre-selection of candidates
- ✓ communication of selection results to candidates
- ✓ ensuring space for interviewing candidates at the University
- ✓ ensuring space for testing candidates at the University
- ✓ availability of employees in centres for meetings with employers



University Centre for Career Development and Counselling of Students of University of Niš



УНИВЕРЗИТЕТ У НИШУ

Центар за развој каријере и саветовање студената

University Centre for Career Development and Counselling of Students of University of Niš

- **Centre for Career Development**
- The Centre for Career Development is an organizational unit of the University of Niš established for the purposes of providing support to students at all levels in development of their skills and competencies which will be of key significance for their employment, as well as for the purpose of providing information on education and scholarship opportunities, both in the country and abroad. The Centre was established in June 2008, with the assistance of Crown Prince Alexander II Foundation for Education and Culture and the University of Nottingham. One of the key roles of the Centre is to ensure the liaison between the academic and business community and provision of information and services for developing of capacities of multi-sectoral cooperation.
- The Centre has not been directly involved in employment process of undergraduate and graduate students, but it offers relevant information on getting a job, ensures liaison between students and employers through practical work and organizing volunteering work, trainings and seminars.

University Centre for Career Development and Counselling of Students of University of Niš

Activities:

- The Centre monitors and analyses student enrolment rates and efficiency of studying, prepares information publications, Internet presentations and other forms for introducing potential students with study opportunities, makes contacts with relevant employment services, collects information on students employment potentials, creates an integrated database of former University students employed locally and internationally, organizes meetings of students and potential employers. The manager and the council of the Centre are in charge of the Centre's operation.
- The WEB portal of the Centre is: www.karijera.ni.ac.rs.

University Centre for Career Development and Counselling of Students of University of Niš

The Career Development Centre provided its support in the following aspects in 2009/2010:

- Assistance in writing CVs, Motivation letters, job applications.
- Counselling and preparation of students for job interviews.
- Provision of information on practical work, volunteering and scholarships.
- Organization of workshops, trainings and seminars.
- Organization of company presentations and meetings with employers.
- Printing brochures with advice for employment and career development.
- Provision of professional publications.
- Access to computers and Internet by students

During the past period, the Career Development Centre of the University of Niš established a successful cooperation with different institutions and organizations in different spheres of work. Some of them include:

- Crown Prince Alexander II Foundation for Education and Culture
- "USA Summer Work and Travel"
- The Ministry of Youth and Sport of the Republic of Serbia
- The National Employment Service of the Republic of Serbia
- Federal Ministry of Labour and Social Policy of the Republic of Germany
- "Community Connections" World Learning Centre Programme
- The Ministry of Education and Science of the Republic of Serbia
- World Trade Centre in Baltimore, USA - USAID
- Coca-Cola Hellenic
- The Embassy of the Republic of Austria
- Walton International UK

University Centre for Career Development and Counselling of Students of University of Niš

The basic objective of the Sector is:

- To create a multi-sectoral platform for ensuring the liaison of the academic and business community and ensure the improvement of student employment in a systematic and sustainable manner.

One of the modalities of this strategy is the orientation towards students through offering support to undergraduate and graduate students in developing practical skills base and generating professional experience, as well as additional competitive assets. Another key activity which supports the employment capacities of student population is directed to raising awareness and dissemination of information on work and further education opportunities (post-graduate studies, scholarships, graduate trainees, scholarships ...)

- The Centre also aims at establishing the cooperation between students and employers in view of overcoming employment gaps, as well as in view of assisting employers to better identify and define their needs in terms of future employees, their education and certain expertise. There is a range of services targeting employers in order to establish a long-term and successful cooperation.
- The Centre regularly informs students on available internship and volunteering programs, scholarships, open invitations, as well as professional and student seminars and conferences, courses, lectures and workshops, on its web page.

The Centre's objective is to enrich the contents of the site with the sections as follows:

- Database on clients (students and employers)
- Video biographies
- Database on a professional development
- Virtual assisting module (offers practical information, FAQs, know-how, job interviews, advice, etc.)
- Media
- Library
- Alumni database
- Forum
- Platform for integration with social networks (FB, Twitter, etc.)

University Centre for Career Development and Counselling of Students of University of Niš

- The platform for the implementation of career guidance and counselling should therefore be directed to the activities which develop required competences in an individual so that he/she could find, save and change a job or to become self-employed. These skills ensure that workforce in the labour market become mobile and adaptable to changes.
- However, restructuring and transformation of the whole educational system represents one of the most important assumptions of a successful inclusion of youth generations in industrial flows. The first change in that direction would consist of returning practical work to schools and introduction of subjects that will refer to career guidance.
- When speaking about employers, they should also design and manage careers of their employees in order to facilitate their professional advancement, keep them within the company for a longer period of time, ensure a smoother transition from one to another job position within a company or find a new employment of the company if it must carry out a redundancy program.
- Career guidance and counselling of employees and investment in their development is therefore the manner in which an employer should try to keep talented employees. Also, due to globalization of the market, the fight for talents becomes more and more intensive, thus all employees are recommended to make a liaison with schools for professional trainings and career centres if they haven't done it so far.
- Career guidance is important for individuals, but also for achieving the objectives of the EU policy in Serbia in terms of increasing the efficiency of the education system and trainings, in view of ensuring social cohesion and a high quality of human capital, and/or better offer of efficient, adaptable and mobile workforce.

CENTRE FOR STUDENTS CAREER DEVELOPMENT OF THE UNIVERSITY OF NIŠ

Borivoje Baltezarević,
University of Niš

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Activities:

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Capacity Building

Taking into account the fact that the Centre does not have a sufficient number of staff at its disposal in comparison to other national career centres, and strictly limited absorption capacities to respond to increasing demands and providing efficient and professional services, the Centre must be in position to increase its capacities in each and appropriate sector, improve the expertise of its staff through different targeted trainings and integration of good practice models from the European universities.

The improvement of the above aspects of the Centre will facilitate the organization and wider implementation of training programs and workshops for our students, employers and companies.

STRATEGY

Strategy of the Centre for Career Development of the University of Niš

The general strategy of development of the Centre for Career Development of the University of Niš consists of building capacities of functional differentiation of the following sectors:

- Sector for working with students
- Sector for cooperation with the business community and economic entities
- Sector for general functioning of the Centre in terms of improvement of administrative-logistic activities, cooperation of the Centre with media and ensuring funds for its development and further operation.

The creation of multi-sectoral platform in the Centre for Career Development of the University of Niš for ensuring the liaison of academic and business community will result in the improvement of employment for users of the Centre's services in developing practical skills and acquisition of professional experience and other competencies. Another key activity is directed to raising awareness and dissemination of information on employment opportunities and further education of students through master, specialist and doctoral studies, winning scholarships and conducting internships.

The basic objective of the Sector is:

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