

American University of Central Asia

Build Your Future!

Advising and Career Services
Report 2008-2009

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www.career.auca.kg
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I. Mission and Purpose

The Advising and Career Services enhance and support the academic mission of the University through high quality comprehensive career services and programs, which will assist students and alumni in meeting their career development goals. We also strive to improve advising services for students provided by the faculty advisors. Our goal is to provide active support to advising faculty and coordinate their advising activities.

To fulfill its mission Advising and Career Services focuses on planning services for students and alumni, coordinating field experience educational opportunities, including internships and community services/volunteerism for students, and providing job placement opportunities and transition services for students and alumni. In addition, training sessions are conducted for faculty advisors on advising and career issues.

II. Career Services, Events, and Activities

1. Workshops

The Career Center workshops aimed at the development of self-marketing skills among the AUCA students.

#	Workshop name	Invited guest speakers/Career Center professionals	Date held
1	How to write a statement of purpose for graduate school.	Djuraeva Lira,	October 3 2008
2	Consultations on the Labor Code of the Kyrgyz Republic	AUCA Law students	December 3, 2008
3	Writing resume	Djuraeva Lira	April 15, 2009
4	Cover Letter	Djuraeva Lira,	April 20, 2009
5	Interview preparation	Djuraeva Lira	April 22, 2009

2. What Can I do with Major?

“What Can I do with my Major?” event is designed to give an idea to the AUCA students on how, where, in what fields of the contemporary world of business they will be able to apply their knowledge, skills, and experience gained while studying at AUCA. While working on the agenda of these events Career Center professionals tend to invite representatives of various sectors, including – state agencies, business and commercial sector, NGOs, and international organizations. This academic year mostly AUCA alumni were invited to talk to students as it turned out to be the most rewarding experience from the previous year.

During the 2008-2009 academic year AUCA Career Center conducted Career Exploration Days for the students of the following programs:

#	Program	State agencies/Business companies/International organizations invited and participated	Date held
1	Sociology	AUCA Sociology Alumni working in Reemtsma Company	February 18, 2009
2	Economics and BA	Ex-Chairman of the NBKR Mr. Ulan Sarbanov	November 13, 2008
3	Law	AUCA Law Alumni working in KICB	February 11, 2009

4	Psychology	AUCA Psychology Alumni working in Reemtsma Company	February 4, 2009
5	ICP	Public relations officers, Manas Airbase Member of the Kyrgyz Parliament Mr. B. Beshimov	December 4, 2008 April 8, 2009
6	American Studies	Dr. Betty Tonsing, Senior Fulbright Specialist at US Embassy	April 29, 2009
7	Anthropology	AUCA Anthropology Alumni working in AKDN	February 25, 2009

3. On-Campus Presentation

During this academic year Career Services organized a number of on-campus presentations on career planning and development issues.

#	Theme	Presentation provided by	Date held
1	Study in the US: individual approach and financial aid finding	Bishkek Resource Center	September 3, 2008
2	Career Opportunities with Habitat for Humanity	Habitat representative	September 2, 2008
3	Career Opportunities with AIESEC	AIESEC representatives	September 22, 2008
4	DAAD Scholarships for Kyrgyzstan	DAAD Representative	September 17, 2008
5	Scholarships for Graduate Studies provided by Asian Development Bank	ADB Representative	September 10, 2008
6	Muskie Fellowship Program	IREX representative	October 8, 2008
7	Central European University: Application Process, Research, and Study	Bishkek Resource Center CEU Political Science Professor	October 30, 2008
8	UGRAD Program	IREX representative	November 19, 2008
9	International Educational Programs with EdTech	EdTech Representatives	January 28, 2009
10	Career opportunities with Business Professional Network CA	BPN CA representatives	January 15, 2009
11	Micro credit company "Companion". Career Opportunities	"Companion" Representatives	April 24, 2009
12	Demir Bank. Career opportunities	Demir Bank representatives	April 21, 2009

4. Company visits

Company visit event is designed to show the students the insides of business companies and make them comprehend how various departments interact with each other and deliver products and/or services for their customers and clients. It is also a good chance for students to know the potential employers before the graduation.

#	Company visited	Date held
1	Manas Airbase (3 visits)	November 2, 2008; March 26, 2009; May 13, 2009
2	Kumtor Operating Company (mine site visit)	March 12, 2009
3	"Interglass" Tokmok glass factory (2 visits)	October 2, 2009

5. Individual Career Counseling

During this year we provided a number of students of different programs and alumni with individual career counseling. Mostly, in the beginning of the Fall semester 2008 students were interested in consultations on graduate school both in the countries of the former Soviet Union and Western countries, as this time period of time is time of applying to graduate school. At the end of the Spring semester 2009 students were mostly interested in summer internships, part-time job opportunities, and full-time employment. We provide them with useful information on how to apply for internship, in the company of their interests and we also give them contact information on our partners who are ready to have interns from AUCA and distribute vacancies among the AUCA students and alumni.

6. Advising and Career Services Website

This year Advising and Career Services website was constantly updated and a lot of useful information on career planning and development was provided for the users of the site. The website contains the following information:

- Announcements on Career services events;
- Employers' manual – information on how to become a partner, what kind of services are provided for the employers, etc; employers also can place a vacancy on this site;
- Graduate school information;
- Grants and scholarship information;
- National and international internships;
- Handy information on self-marketing including:
 - Resume writing;
 - Cover letter;
 - Interview preparation;
 - Job search Strategies;
 - Career plan timeline;
- Students' national and international conferences, workshops, and seminars;
- Summer schools;
- Photo gallery.

The URL of the Advising and Career Services website is www.career.auca.kg

Statistical data:

During the 2008-2009 academic year Advising and Career Services sent out

- **140** vacancy announcements and
- **27** internship announcements.

Out of **231** AUCA 2009 alumni (MBA alumni are not included) **95** of them were able to get a job and **41** got internships thanks to the Career services. It should be pointed out here that this data cannot be viewed as accurate one, because out of 92 companies (whose vacancy announcements we distributed throughout the year) only 59 responded to the Career Services on the progress.

III. Advising

1. AUCA Advising policy

At the end of the Spring semester 2009 new draft of the AUCA advising policy was worked out. While working under the document director of advising and career services conducted meetings with all the advising faculty members to inform on the forthcoming changes in the advising system to improve the students' academic success.

All the advising faculty members were provided with the copy of the document and all of their comments and corrections were considered. After all the corrections were made and comments added the policy was edited for language. At the moment the policy is being revised for structure change. As soon as it is approved by the Academic Policy committee it will be available for all advisors on Resources H:\Advising. This document is not applicable for the Preparatory program.

2. Trainings for advisors

The first series of trainings for 3 groups of advisors was conducted at the beginning of the Fall semester 2009. The following issues were covered at the first series of trainings:

- General rules and regulations;
- Academic Honesty Policy;
- Graduation and retention;
- GenEd requirements;
- Financial aid regulations;
- AUCA Honor code. Students rights and responsibilities;
- Advising and career planning;
- On-line registration (for Software Engineering faculty only)

IV. Student exchange

Negotiations on student exchange programs with the following institutions are in progress:

- University of Wisconsin, USA;
- Hanbat National University, Korea. Center for International Exchange representatives will be visiting AUCA in October.

V. Perspective plans for 2009-2010 academic year.

1. Career services

During the Fall semester 2009 career services will be concentrated mainly on graduate scholarship and non scholarship programs. The presentations will be delivered by the agencies that provide scholarships for the Central Asian students willing to acquire graduate degrees.

Also the presentation on individual search of funds and institutions with graduate studies will be delivered to the AUCA students and information on opportunity funds to cover visa and application fees, tests preparation and fees, transportation costs, books and settling in allowance.

A workshop on writing a statement of purpose for graduate school will be conducted before the midterm break.

A number of company visits are also planned for the Fall break.

During the Spring semester, career services will be mainly concentrated on professional orientation for seniors, and professional internships for juniors. A number of workshops on career planning and development tools will be conducted.

AUCA Career fair is scheduled for the beginning of April 2010.

2. Advising

Advisors will be provided with the series of trainings on transformation of academic advising into mentoring.

Academic advising process and policy for preparatory program will be worked out as a separate document due to the fundamental differences between preparatory and major programs. Advisors from this department will be also provided with the series of specific trainings according to their needs and academic requirements of the program.

3. Student exchange

Negotiations on establishing new students exchange programs with the following universities are planned:

- Woosong University, Korea;
- Mokwon University, Korea;
- Kyung Hee University, Korea;
- Konkuk University, Korea; and other international institutions of higher education.

During the 2009-2010 academic year in the framework of students exchange scope Advising and Career Services will be seeking grant funding at International Financial Institutions or International Educational Foundations and NGOs to cover tuition and fees; test, visa, traveling and living expenses for AUCA students who will be willing to attend partner institutions with whom we will not have standard exchange agreements.