

**American University of Central Asia**

# **Career Center Report**

**2007-2008**

**Prepared by**  
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## I. Mission and Purpose

The mission of the AUCA Career Center is to 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.

To fulfill its mission Career Center focuses on:

- Provide career planning services to students and alumni;
- Coordinating field experience educational opportunities including internships and community service/volunteerism for students;
- Provide opportunities for job placement and transition services to AUCA students and alumni.

The purpose of the Career Center is to provide active support to current AUCA students and alumni in planning their academic and professional careers.

## II. Career Services, Events, and Activities

### 1. Workshops

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

#	Workshop name	Invited guest speakers/Career Center professionals	Date held	Students feedback evaluation
1	Effective Communication Strategies in Career Planning and Development	Slastnikova Natalia, Executive Director of Leadership Development.	September 21, 2008	4,2 out of 5
2	Writing Statement of Purpose for Graduate School	Djuraeva Lira, Career Services Coordinator.	October 10, 2007	4,8 out of 5
3	Writing resume.	Slastnikova Natalia, Executive Director of Leadership Development.	April 3, 2008	4,6 out of 5
4	Interview preparation.	Djuraeva Lira, Career Services Coordinator.	April 14, 2008	4,8 out of 5
5	Cover Letter.	Slastnikova Natalia, Executive Director of Leadership Development, Djuraeva Lira, Career Services Coordinator.	April 10, 2008	4,8 out of 5

### 2. Career Exploration Days

Career Exploration Day 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 Career Center professional decided to invite only AUCA alumni as it turned out to be the most rewarding experience from the previous year.

During the 2007-2008 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	Students feedback evaluation
1	Sociology	Women NGOs Forum, Ministry of Transport and Communication, Business Intellect Group	March 19, 2008	4,6 out of 5
2	Economics and BA	FNT Consulting, USAID, American Embassy, Kompanion Financial group	April 11, 2008	4,3 out of 5
3	Journalism and Mass Communication	ECO Bank, Institute for War and Peace Reporting	April 18, 2008	4,2 out of 5
4	Software Engineering	Kumtor Operating company, AUB, BITS.	April 25	4,6 out of 5
5	Law	Kalikova and Associates, Azat corporation, KICB	April 4, 2008	4,2 out of 5
6	Psychology	Counseling psychology representative from "HIV AIDS" city organization, Aman Bank HR manager, IT Day Foundation.	April 30, 2008	4,4 out of 5
7	ICP	CAI Consulting, NDI, UNHCR	March 28, 2008	4,5 out of 5
8	American Studies	Reemtsma Kyrgyzstan, Soros Foundation Kyrgyzstan, CEC AUCA	January 24, 2008	4,2 out of 5

### 3. On-Campus Presentation

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

#	Theme	Presentation provided by	Date held	Students feedback evaluation
1	Career Opportunities with Media Support Center	Media Support Center	September 11, 2007	4,4 out of 5
2	The road to the best graduate schools of the US and UK	Mr. Erdin Beshimov, Harvard Alumnus	September 25, 2007	4,3 out of 5
3	Soros/OSI Network Scholarship Programs	Soros Foundation Kyrgyzstan	September 28, 2007	5,4 out of 5
4	Part-time job opportunities	"Else" Linguistic	October 3,	3,7 out of

	with "Else" Linguistic Company	Company	2007	5
5	Graduate School in Monterey Institute of International Studies, California, USA	Monterey Institute Representative	October 10, 2007	4,8 out of 5
6	Undergraduate Opportunities in LCC, Klaipeda, Lithuania.	LCC Admissions representatives	November 9, 2007	4,6 out of 5
7	CEU: Admissions and Recruitment	Soros Foundation Kyrgyzstan and CEU Alumni	November 16, 2007	4,6 out of 5
8	UGRAD Program	IREX Representative	November 21, 2007	4,4 out of 5
9	If you want to study in the USA: Individual approach	Soros Foundation Kyrgyzstan	November 23, 2007	4,5 out of 5
10	OSI-Soros: UK Scholarships for Graduate School	Soros Foundation Kyrgyzstan	December 7, 2007	4,5 out of 5
11	Applying to graduate School in the US – How to Make the Best Case	Ms. Nancy Remington	January 25, 2008	4,7 out of 5
12	MBA – Why, Where, Which, When, How?	Ms. Nancy Remington	January 28, 2008	4,5 out of 5
13	Undergraduate and Graduate study opportunities in KIMEP	KIMEP Admissions office	February 8, 2008	4,6 out of 5
14	New Heroes of Kyrgyzstan	"New Heroes of Kyrgyzstan" Youth NGO	February 19, 2008	3,5 out of 5
15	What do you do when the Devil wears Prada? Tips to navigate the workplace.	Ms. Dede Bartlett, AUCA Trustee	February 21, 2008	
16	Graduate School Opportunities in the UK	Mr. Azat Israilov, UK University alumnus	February 29, 2008	4,7 out of 5
17	Educational Programs in France	Eurostudy Center	March 25, 2008	4,2 out of 5
18	Internship programs in Canada and UK	EdTech International	March 27, 2008	3,7 out of 5

#### 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.

#	Company visited	Number of students participated	Date held	Students feedback evaluation
1	Kalikova and Associates	13	September 6, 2007	4,8 out of 5

2	Coca-Cola	27	November 6, 2007	4,8 out of 5
3	Reemtsma Kyrgyzstan	10	May 14, 2008	4,93 out of 5
4	Reemtsma Kyrgyzstan	9	June 5, 2008	4,9 out of 5

## 5. Mock interviews

This year, for the first time, mock interviews were conducted for 6 AUCA Students. USAID representative Mr. Charles Undeland was invited as an interviewer and really impressed the participating students by his high professionalism and style of conducting interviews. All the participants were sent out sample vacancies so that they could prepare themselves and so that the interviewer could form the interview in a logical way by asking appropriate questions.

#	Event	Conducted by	Date held	Students feedback evaluation
1	Mock interview	Mr. Charles Undeland, USAID	April 22, 2008	5 out of 5

## 6. 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 2007 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 2008 students were mostly interested in summer internships, part-time job opportunities, and full-time employment, they still approach career center professionals for counseling on how and where they would be able to get an internship, part-time, 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.

## 7. Career Planning and Development Academic Course

During the Fall Semester 2007 and Spring semester 2008, Career Center professionals conducted elective 2 credit hours course on Career Planning and Development. The course was taught in English. This course was designed to guide students through the career exploration and planning processes and to provide the strategies and skills necessary for a lifetime of career-related decision making. The main objectives of the course are:

- Become acquainted with concepts of career planning, offering a systematic approach to life long career decision making;

- Identify and evaluate interests, skills, values, and lifestyle preferences and relate them to educational and career planning;
- To understand the process of career development;
- Learn about resources and information that can be utilized in career decision making and goal setting when exploring academic and career options;
- Develop decision-making skills and a plan for reaching self-determined goals;
- Learn basic job search skills and strategies;
- Begin to take an active role in the career planning process.

## **8. Career Center Newsletter**

This year Career Center continued to issue Career Center Newsletter. Periodicity of the Newsletter is once a month. The Newsletter is meant to reach AUCA students and alumni and potential employers. The Newsletter consists of the following useful information on Career planning and development. Most of the issues contain such sections as:

- Upcoming Career Center events;
- Alumni adviser corner;
- Vacancy and internship announcements and other.

The Newsletter is distributed to the AUCA students and alumni via e-mail and the hard copy of the newsletter is hanged out on the Career Center board.

## **9. Career Center Website**

This year Career Center 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 Center events;
- Employers' manual – information on how to become Career Center's partner, what kind of services are provided for the employers, etc; employers also can place a vacancy on this site;
- Information on national and international recruiting agencies;
- 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;
- Career Center Photo gallery.

The URL of the Career Center website is [www.career.auca.kg](http://www.career.auca.kg)

## **10. Career Center Booklet**

In order to facilitate the process of business and community outreach for partners of the AUCA Career Center a booklet was designed and published. The booklet contains information on activities of the Career Center and services provided both for the potential employers and AUCA students and alumni. It welcomes business companies and other potential employers for cooperation and partnership. It also contains Career Center's full contact information. The booklet was published in Russian.

### **Career Fair 2008**

On June 28, 2008 at the National Library named after Vladimir Lenin the second National Career Fair was held. Career Center was kindly invited to participate in this event. The participants of this fair included various companies and organizations of Kyrgyzstan such as Reemtsma Kyrgyzstan, Shoro and KPMG. The overall number of companies-participants was 9. Other participants included various universities, the state immigration committee, the labor exchange and others.

During the preparation for the Career Fair 2008, students were able to send their resumes to Career Center; resumes were collected and then sent to EdNet which was one of the main organizers of the Career Fair 2008. EdNet, in its turn, recorded all the received resumes on one CD for the further distribution among the companies of Bishkek.

Career Fair 2008 gave AUCA students an excellent opportunity to get acquainted with the contemporary situation on the labor-market and make personal ties with the leading employers of the Kyrgyz Republic to find full-time or part-time job or internship.

For Career Center this event gave the opportunity to get acquainted with new different companies for the further cooperation.

### **Miscellaneous Services and Activities:**

#### **1. Internships and Vacancy Announcements Distribution;**

##### **Totals:**

Number of vacancies announced during 2007-2008 academic years: **184**

Number of candidates: **424**

Number of candidates-AUCA students: **237**

Number of students employed: **48**

##### **Statistics:**

Using the data above, the following conclusion can be made:

AUCA students made up **36 %** of the total number of candidates. At the same time more than **26%** of them were employed.

Number of students who found an internship: **19**

At least once a week, we send out to the AUCA students and alumni announcements on vacant positions or internships in various companies. Thanks to this kind of distributions and according to the feedback, which were able to receive more than 48 students were hired by various companies and about 19 students were accepted as interns. The overall number of vacancies that were announced during 2007-2008 academic year is 184, and the number of students who applied for the positions is 237.

It should be pointed out here that it is extremely difficult to get a feedback either from companies or students after they use Career Center services.

Among the companies that use our services on vacancy and internship announcement are such prominent and well-known business companies, international organizations, and NGOs as:

- Reemtsma-Kyrgyzstan;
- Shoro;
- International Business Council;
- Deloitte;
- Clientterra;
- Aitengroup;
- The Center of Training and Consulting;
- CAI Consulting;
- El Group Consulting;
- Soros Foundation in Kyrgyzstan;
- C.A.T. Corporation;
- Bishkek Business Club;
- Demir Kyrgyz International Bank;
- KPMG;
- OSCE Bishkek;
- Institute for War and Peace Reporting;
- National Bank of Kyrgyz Republic and others.

## **2. Employers Database;**

At the beginning of this academic year we worked out special form for potential employers, which was sent to the representatives of different companies, international organizations, and NGOs via various electronic distributions. The form contains contact information and enumerates activities and events in which the employers can participate. We continued making business contacts within this academic year and supplementing our employers database. Among the most strategically important partners in our database we have such companies as:

- Ministry of Economic and Finance;
- National Bank of the Kyrgyz Republic;
- Asian Development Bank;
- AsiaUniversalBank;
- Demir Kyrgyz International Bank;



- Haytt Regency Bishkek;
- US Embassy;
- GMC Translation Services;
- Sky Mobile;
- KPMG;
- Reemtsma Kyrgyzstan;
- NTS TV Channel;
- International Business Council;
- Bishkek Business Club;
- Deloitte;
- Kyrgyz Concept;
- Forester;
- Shoro;
- M-Vector and others.

This database is very helpful in terms of planning ahead and attracting more potential employers to become AUCA Career Center partners.

In addition to this form for potential employers, special form for companies was worked out so that employers would be able to place their vacancies. The form contains all the necessary information on the vacancy posted, including the following issues:

- Primary requirements for the candidates;
- Primary responsibilities;
- Vacancy opening and closing dates;
- Contact information;
- Salary range;
- Description of the company; and
- Length of hire.

### **3. Informational Handouts;**

As mentioned above at the beginning of the last semester informational handouts on self-marketing techniques were worked out by the Career Center professionals. The following subjects were covered:

- Career plan timeline;
- Cover letter writing;
- Resume writing;
- Interview preparation; and
- Job search strategies.

Since the beginning of 2007 year these handouts are available for any AUCA student or alumni at the boxes on Career Center Board. They are also available on the AUCA Career Center website in the Useful information section.

#### **4. Assistance in organization of job and internship tests to the potential employers among the AUCA students and alumni.**

As mentioned above Career Center possesses a number of helpful partners. Most of them provide AUCA students with internships and jobs. At the end of the Spring semester 2008 Career Center assisted Deloitte to tests for AUCA and students of other higher educational institutions. As result of those tests and further HR policies 5 AUCA alumni were hired to work at Deloitte and 2 students were hired as interns.

Career Center also assisted another auditing company – KPMG, which HR management conducted presentation and hiring tests for AUCA students and students of other higher universities at the Hyatt regency Bishkek. As the result of those tests and further HR policies of KPMG 7 AUCA alumni were hired to work at KPMG and 6 students were hired as interns.

#### **5. Future plans**

##### **I On-Campus Presentations.**

During the fall semester Career Center will be concentrating its activities on On-Campus Presentations mostly dedicated to the graduate school and other topics. The following organizations will be invited to make presentations on Scholarship programs, international and graduate studies:

- Soros foundation;
- IREX;
- ADB.

These organizational will be presenting such scholarship programs as:

- Soros/OSI Network Scholarship Programs;
- Central European University;
- OSI/Soros: UK Scholarship for Graduate School;
- Edmund Muskie Scholarship Programs;
- UGRAD Program;
- ADB Japan Scholarships Program and others.

During the period of these presentations the workshop on “How to write a successful Statement of Purpose” will be conducted for the AUCA students.

##### **II Company visits.**

The following organizations are planned to visit:

- “Interglass” JSC;
- “Lina” ISC;
- Media Support Center, and others.

##### **III Consultations on Labor Law**

Students of the AUCA Law Department will conduct a series of workshop on Labor Law for the AUCA students to make them know about their employee’s rights and will cover the following issues:

- Hiring process;
- Probation period;
- Vacation;
- Firing process and others.

#### **IV What can I do with my major?**

This is the new type of service which was never offered before. Students of each program will have an opportunity to talk to various professionals in different fields and discuss their career opportunities within the chosen field of study. The series of such workshops is planned for the Spring semester.

#### **V Career Fair 2009**

This year the AUCA Career Center will conduct a separate Career Fair for the AUCA students and students of other universities. The Career Fair is planned for April of the year of 2009. Before the Career Fair, the AUCA Career Center professionals will conduct a series of workshops on the following topics:

- Resume;
- Cover Letter;
- Interview preparation;
- How to be successful at Career Fair.

Mock interviews will be also conducted before and after the Career Fair at the end of the Spring semester.