

Career Center Report

2007-2006

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:

- Providing 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 for 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 are 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	Thinking of graduate school? Getting started.	AUCA alumni: Abdujalil Abdurasulov, Azamat Akeleev, Kamila Mateeva, Nurzat Myrsalieva. International Agencies: World Bank, ADB, Soros Foundation, IREX, and DAAD.	September 15, 2006	4,3 out of possible 5
2	Why Career Planning?	Kathy Lee Arcuino, IREX; Slastnikova Natalia, Executive Director of Leadership Development, Akeleev Azamat MBA Chair, Djuraeva Lira Career Services Coordinator.	February 9, 2007	4,2 out of possible 5
3	How to be successful at Career Fair	Slastnikova Natalia, Executive Director of Leadership Development, Djuraeva Lira, Career Services Coordinator.	April 17, 2007	
4	Writing resume.	Slastnikova Natalia, Executive	May 2,	4,5 out of

		Director of Leadership Development.	2007	possible 5
5	Interview preparation.	Djuraeva Lira, Career Services Coordinator.	May 8, 2007	5 out of possible 5
6	Cover Letter.	Slastnikova Natalia, Executive Director of Leadership Development, Djuraeva Lira, Career Services Coordinator.	May 11, 2007	4,6 out of possible 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. AUCA alumni are the most valuable guest speakers.

During the 2006-2007 academic year AUCA Career Center conducted Career Exploration Days for the students and alumni of the following programs:

#	Program	State agencies/Business companies/International organizations invited and participated	Date held	Students feedback evaluation
1	Sociology	"SIAR-Bishkek"*, UNICEF, "Sky Mobile"*, M-Vector.	October 13, 2006	4 out of possible 5
2	Economics and BA	Ministry of Economy and Finance, Demir Kyrgyz International Bank, AisaUniversalBank, "Shoro" Company, "Deloitte"*.	December 06, 2006	4,2 out of possible 5
3	Journalism and Mass Communication	"Rossiskaya" Newspaper, NTS TV*, "24.kg" Information agency, ADB - External Relations office, "Sky Mobile" - PR Office, "Raketa TV" Production	January 24, 2006	3,7 out of possible 5

		studio.		
4	Software Engineering	"Ikeen Group", "Akforta", "Continent" Group.	February 21, 2007	4,1 out of possible 5
5	Law	Ministry of Justice, US Embassy, "Kalikova & Associates" Law firm*, "SaryJaz"* Mineral Mining Company - Law department.	March 7, 2007	4,3 out of possible 5
6	Psychology	AUCA professors, "Save the Children" Denmark, "The School of Future Elite", "Eronet"* HR Office, "KenTor"* PR Office.	April 6, 2007	4,1 out of possible 5
7	ICP	Ministry of Foreign Affairs, Institute on War and Peace Reporting*, Institute for Public Policy*, HESP/Soros*.	April 27, 2007	3,9 out of possible 5
8	Cultural Anthropology and Archeology	"Aigine" Research Center*, US Embassy*, Swiss Cooperation Office, "Shoro"* Company, "Alfa-Marketing" Company.	May 4, 2007	4,5 out of possible 5

* Participants AUCA Alumni.

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	Part-time job opportunities	Mr. Murat Sultanbekov, President, GMC Translation Services	September 29, 2007	4,6 out of possible 5
2	International educational opportunities	KIMEP University	November 16, 2007	
3	Dynamics of NGOs	Ms. Kathy Lee Arcuino, Program Manager, IREX	November 17, 2007	4,5 out of possible 5

4	International Internship Opportunities	Ms. Elina Borzenko, President of AIIESEC Kyrgyzstan, International students' organization	November 30, 2007	4,4 out of possible 5
5	Greening Your World by Greening Your Career	Prof. Martin Ossewarde, AUCA	March 23, 2007	3,8 out of possible 5
6	International Graduate School	Ms. S. Howlett, Professor, Central European University	March 30, 2007	
7	Economic Development of the Kyrgyz Republic	Mr. Roger Robinson, Country Manager, World Bank Office in the KR	April 18, 2007	3,9 out of possible 5
8	Career Opportunities with Sky Mobile and Aiten Group	Sky Mobile LLC HR Department Aiten Group HR Department	June 13, 2007	4,5 out of possible 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	Haytt Regency Bishkek, Visit #1	15	October 25, 2007	
2	Haytt Regency Bishkek, Visit #2	13	November 24, 2007	4,7 out of possible 5
3	Haytt Regency Bishkek, Visit #3	12	March 9, 2007	
4	World Bank Office, Youth Open House	10	March 30, 2007	5 out of possible 5

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 2006 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 2007 students were mostly interested in summer internships, they still approach career center professionals for counseling on how and where they would be able to get an internship. We provide them with useful information on how to apply for internship in the companies of their interests and we also give them contact information on our partners who are ready to have interns from AUCA.

During the Spring semester 2007 Career Center professionals worked out a schedule of career counseling hours. Students were informed on the schedule of career counseling hours by e-mail and announcement on the Career Center board. Due to the lack of working space at the Career Center, the consultations were conducted in the Business clinic.

Next year, the group of trained AUCA students will be providing individual consultations on career planning and development. These students were selected by the Career Center professionals from those students who took the elective course on Career Planning and Development taught by the Career Center professionals under the BA program. The individual consultations will be conducted under close guidance and supervision of the Career Center professionals.

6. Career Planning and Development Academic Course

During the Spring semester 2007, Career Center professionals conducted elective 2 credit hours course on Career Planning and Development. The course was taught both in Russian and English languages. 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.

On the Russian language course there were 15 students and on English 18 students.

7. Career Center Newsletter

The first issue of the Career Center Newsletter came out in the first month of Career Center operation in September 2006. 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.

8. 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.

9. Career Center Website

The group of AUCA Career Center volunteers received a task to gather information for the AUCA Career Center website. The website contains the following information:

- 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.

The URL of the Career Center website is <http://www.career.auca.kg/> or via the AUCA website: AUCA resources/AUCA Career Center.

10. "Young Specialist - 2007" Joint Career Fair

This year association of higher educational institutions "Education Network" organized joint Career Fair called "Young Professional 2007." More than 17 higher educational institutions and over 30 business companies, international organizations, and NGOs participated at the fair. AUCA Career Center contributed a lot to the organization process of the fair. This event was supported by the Ministry of Education of the Kyrgyz Republic.

Career Fair took place on April 20, 2007 on the territory of "Manas" University. The fair gave a great opportunity to the AUCA students to see what kind of requirements contemporary employer seeks in its potential staff members. They were also able to fill in questionnaire forms offered by the business participants of the fair and be included into the HR databases of different companies. For potential Kyrgyz employers it was a good chance to meet students and interact with them and see what kind of professional potential they possess.

The main goal of the Career fair was to assist students of various higher educational institutions and alumni considerably in their job search and to assist potential employers in the process of vacancies fulfillment. During the official part of the fair representatives of some companies made presentations on career opportunities and HR policies in their companies.

Moreover, before the fair we collected e-resumes of our students both that were participating at the Career fair and those ones who could not come. Those resumes were included into the almanac of resumes of alumni - 2007 of higher educational institutions, recorded to CDs and those CDs were distributed among the employers at the fair.

11. Miscellaneous Services and Activities:

In addition to the main activities, services, and events AUCA Career Center professionals perform the following small-scale but very important services and activities:

§ **Internships and Vacancy Announcements Distribution:**

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 20 students were hired by various companies and about 10 students were accepted as interns. 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:

- Ø Shoro;
- Ø Sky Mobile (BITEL, MobiCard);
- Ø International Business Council;
- Ø Deloitte;
- Ø Clientterra;
- Ø DFID;
- Ø Forester;
- Ø Bishkek Business Club;
- Ø Demir Kyrgyz International Bank;
- Ø BimoCom (MegaCom);
- Ø Kyrgyz Concept;
- Ø International Monetary Fund;
- Ø Institute for Public Policy and others.

§ **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:

- Ø Ministry of Economic and Finance;
- Ø National Bank of the Kyrgyz Republic;
- Ø Asian Development Bank;
- Ø AsiaUniversalBank;
- Ø Demir Kyrgyz International Bank;
- Ø Haytt Regency Bishkek;
- Ø US Embassy;
- Ø GMC Translation Services;
- Ø Sky Mobile;
- Ø NTS TV Channel;
- Ø International Business Council;
- Ø Bishkek Business Club;

- Ø Deloitte;
- Ø Kyrgyz Concept;
- Ø Forester;
- Ø Shoro;
- Ø 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:

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

§ **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:

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

Since the beginning of the last semester 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.

§ **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 2007 Career Center was conductive to Deloitte while HR management of this company conducted tests for AUCA and students of other higher educational institutions. As result of those tests and further HR policies 12 AUCA alumni were hired to work at Deloitte.

III. Future Plans

1. Employers and Partners Database Expansion:

As mentioned above, within 2 semesters Career Center professionals created an impressive database of potential employers and partners. However, most of those employers are Kyrgyz employers. AUCA alumni are known to be ambitious, highly professional, and skilled young people, therefore, it would be really important to expand the employers' database to the international level, to provide our students with the opportunity to receive international professional background.

2. Improvement of the Career Planning and Development Course:

The course on Career Planning and Development proved to be useful for the students. However, not all of the topics were provided by the special literature and materials. Some of the topics should be added to the syllabus and some of the topics should be updated and/or adapted for the Central Asian realities.

3. Replenishment of the Career Center Library:

Career Center possesses very few books on career planning and development both in English and Russian. All of the books are in single copy; therefore we still need more relevant literature in both languages and more copies to make them available for students and alumni.