



MCAST

Job Description

Job Title	Career Advisor II
Department/Institute	Outreach Services and Student Affairs
Reporting to	Director (Outreach Services and Student Affairs)
Main Objective	To provide comprehensive career guidance, information and outreach services to current and prospective students, supporting informed educational and career choices while promoting MCAST programmes and pathways.

1. Working in close collaboration with the MCAST central authorities, Deputy Principal (Students' Experience), Registrar, Wellbeing Hub, Mentors, Institutes administrators and lecturing staff in the best interest of students;
2. Be knowledgeable and updated on the labour market developments;
3. Identifying the pre-requisite qualifications, knowledge, competencies, skills, experiences and aptitude as well as relevant information required for the different careers and jobs;
4. Compiling and publishing information leaflets, flyers, booklets and other materials about career guidance services;
5. Liaising with secondary, higher secondary and sixth form schools and their guidance teachers and career advisers in order to promote the vocational education and training programmes run at the MCAST;
6. Organising and arranging visits by secondary, higher secondary and sixth form students to the MCAST in order to promote courses and programmes and to show the facilities and services;
7. Participating and arranging meetings, seminars, workshops for students and parents regarding career guidance and emerging jobs and careers opportunities;
8. Having a detailed understanding of the MCAST portfolio of courses, entry qualifications and progression possibilities as well as the work-based learning framework;
9. Promoting the participation of both male and female students in those courses and careers that are traditionally gender oriented, particularly promoting the participation of female students in mathematics, science and technology courses;
10. Advising students on the practical aspects of applications for jobs, the preparation for interviews, the preparation of a comprehensive curriculum vitae, the compiling of a personal portfolios and profiles;
11. Compiling statistical data of service users and record of work;

12. Taking a leading role in the organization of careers days and the administering of careers fairs along with industrial and employer participation;
13. Participating in radio and television programmes and contributing to the media in order to promote MCAST courses and programmes;
14. Carry out individual career guidance sessions with MCAST current and prospective students;
15. Participate in any outreach programmes and activities to promote MCAST courses;
16. Deliver information talks to prospective students;
17. Perform any other duties which may be assigned from time to time;
18. Be willing to undertake appropriate and relevant training both locally and abroad;
19. The list is not exhaustive and management may change or add tasks if and when required and according to the exigencies of MCAST and its subsidiaries.