**KATSINA STATE INSTITUTE OF TECHNOLOGY AND MANAGEMENT**

**CAREER SERVICES CENTRE**

**ESTABLISHMENT PLAN**

Establishing a Career Service Centre within an educational institution is essential for guiding students toward successful career paths. This comprehensive report outlines key considerations for setting up such a Centre.

1. **ESTABLISHMENT OF CAREER SERVICE UNIT**

Upon receipt of a report from the three (3) staff who participated in the Capacity Building Training on Career Development organized by TETFUND in November, 2023, the Management of the Institute at its special meeting held on Friday 7th December, 2023 deliberated on the report and **approved** to set up the centre in cognisance of the following:

* 1. **VISION STATEMENT**

“Envisioning a thriving community and beyond through idea incubation, research dissemination for technical and business progress, and the cultivation of adept ICT and business professionals via tailored career services.”

* 1. **MISSION STATEMENT**

"Equipping students with the necessary career support and tools to excel in science, technology, and engineering, ultimately fostering the overall growth of both Katsina State and the nation."

* 1. **GOALS AND OBJECTIVES**
1. Enhance Career Readiness: Provide personalized career counselling, workshops, and resources to ensure students are equipped with the skills and knowledge necessary for success in science, technology, engineering, ICT, and business fields.
2. Foster Innovation and Entrepreneurship: Facilitate programs and initiatives that encourage students to incubate ideas, develop entrepreneurial skills, and translate innovative concepts into viable business ventures.
3. Promote Research and Development: Collaborate with faculty and industry partners to disseminate research findings, connect students with research opportunities, and foster a culture of innovation within the institute.
4. Facilitate Industry Connections: Establish and maintain strong relationships with industry leaders, alumni networks, and employers to provide students with internship, job placement, and networking opportunities.
5. Support Lifelong Learning: Offer continued support and resources to alumni and graduates, including career advancement services, professional development workshops, and networking events to ensure lifelong career success.
6. Advance Technical and Business Proficiency: Develop and implement training programs, seminars, and certifications tailored to enhance technical and business skills, aligning with the evolving demands of the industry.
7. Measure and Assess Impact: Regularly evaluate the effectiveness of career services programs and initiatives through feedback mechanisms, surveys, and outcome assessments to ensure continuous improvement and alignment with institutional goals.
8. Promote Diversity and Inclusion: Create an inclusive and supportive environment that celebrates diversity, fosters equity, and provides equal access to career resources and opportunities for all students, irrespective of background or identity.
9. **STAFFING**

The Staffing requirements for the Centre is as follows:

2.1 Career Counselors: Qualified professionals with experience in career counseling, adept at conducting assessments, providing guidance, and facilitating career development workshops; in addition to overall management and coordination of all the career services at the Centre.

2.2 Administrative Staff: Personnel responsible for managing appointments, maintaining records, and providing administrative support.

2.3 IT Technical staff: to oversee the operation of any software or online platforms used for career assessments and resources. The table below shows the leadership of the Centre with other supporting staff. (This is also presented in the Organogram below)

**Table 1: Career Services Centre Staffing**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **NAME** | **PORTFOLIO** | **RESPONSIBILITIES** |
|  | Nura Sadiq  | Coordinator | Responsible for overall management and coordination of the Centre; among others. |
|  | Bashir Sirajo | Asst. Coordinator Industry/Employer Relation | Assist the Coordinator by establishing and maintaining relationships with potential employers and facilitate student internships and work placements. |
|  | Abubakar Abdu | Asst. Coordinator Career Coaching | Assist the Coordinator in coordinating the activities of the Departments’ Career Coaches/Counsellors |
|  | ICT/Technical Support Staff |
|  | Administrative Secretary |
|  | Office Assistant |
|  | Receptionist  |

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**Organogram**

Rector

Coordinator

Assistant Coordinator Industry/Employer relations

Administrative Staff

Departments’ Career Coaches

Industry and Employers Partners

Assistant Coordinator Career Coaching

Technical/I.T. Staff

School of Management Leadership and Advisory Committee

School of I.T Leadership and Advisory Committee

Figure1: Organogram showing the administrative structure of the centre.

1. **OFFICE ACCOMODATION OF THE CENTRE**

The Centre is located at Room 1 and 2, Ground Floor, Block A.

The building will provide adequate spaces for designated offices for Career Service Coordinator, Assistants and Administrative Staff; Conference/Meeting room for coaching sessions; mock interviews; Industry Experts physical interactions etc.

1. **STUDENTS CAREER DEVELOPMENT PROGRAMMES/ACTIVITIES**
	1. Career Talks: Organizing a career talk featuring speakers from academia and industry will provide valuable guidance and insights to students interested in pursuing careers in relevant fields. The proposed event aims to bridge the gap between academic knowledge and real-world applications, ultimately empowering students to make informed career decisions.
	2. Career Fair and Exhibition: A comprehensive career fair and exhibition covering diverse fields will provide valuable opportunities for attendees to explore career options, network with industry professionals, and enhance their career readiness. By bringing together exhibitors, job seekers, and career development resources, the proposed event aims to empower participants to make informed decisions and achieve their professional aspirations.
	3. Alumni Networking Events: Host networking events specifically for alumni, providing opportunities for current students to connect with graduates who can offer mentorship, career advice and job referrals.
	4. Internship/Mentorship Programmes: Establish programmes pairing students with industry professionals or alumni who can provide guidance, advice and support in navigating their career paths. The Centre will provide stipends to the students to cater for transport and logistics while monitoring mechanisms will be established to monitor students’ progress. The programme will be for a designated period not exceeding 3 months.
	5. Career Trips: Organizing career trips to industries is a valuable opportunity for students to explore career options and gain practical insights into the workforce. By partnering with industry stakeholders and educational institutions, we can create meaningful experiences that support students in their career development journey.

Some of the objectives of the Trip are:

1. Provide students with firsthand experience of different industries.
2. Help students understand the day-to-day operations and challenges within various sectors.
3. Foster networking opportunities between students and industry professionals.
4. Aid students in making informed career choices by exploring different career paths.
5. **PARTNERSHIPS**

Collaboration with organisations on Career Services will offer a diverse range of opportunities and resources to enhance students’ employability and help them succeed in their chosen career paths. Below is the list the Centre intends to partner in the first year:

**Table 2: Centre Partnership in the First Year**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **NAME OF THE ORGANISATION** | **NATURE** | **COLLABORATION SPECIFICATION** |
|  | Katsina State Government | Government  | Employability and support |
|  | Katsina State Directorate of ICT (KADICT) | Government | Employability and support |
|  | Ideas and Data Global Academy | Non – Governmental | Upskills and Employment Opportunities |
|  | Lumilab | I.T Hub | Upskills and Employment Opportunities |
|  | Kirkira Innovation Hub | I.T Hub | Upskills and Employment Opportunities |
|  | Jobberman Nigeria Limited | Private | Job linkages |
|  | Institute of Chartered Accountants of Nigeria | Professional Body | Job linkages, up skills and employability |
|  | Nigeria Computer Society | Professional Body | Job linkages, up skills and employability |
|  | Katsina Amana Microfinance Bank | Government | Upskills and Employment Opportunities |
|  | United Bank of Africa Plc | Private | Upskills and Employment Opportunities |
|  | Ja’iz Bank Plc | Private | Upskills and Employment Opportunities |
|  | Brighter Path Development Organozation | Private | Upskills |