

Establishing Career Service Structures and Processes at GJU

Version 1.2
June 2016



Establishing Career Service Structures and Processes at GJU

Reasons for the application

Version 1.0

- High need for know-how of Career Building Skills on part of GJU
- Existent cooperation and strong relation to Germany of GJU
- Existent student exchange program
- The strong drive for internationalization at H AB

Establishing Career Service Structures and Processes at GJU

Agenda

Version 1.0

I**The Goals****II****Working Packages****III****Project Plan****IV****Involved Staff****V****Contact**

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Three goals need to be tackled

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Goal 1: Skill Capacity Building

- workshops shall help to create a foundation of **management theories and practices**
 - to define a **vision, mission, strategy** and **KPIs**
 - to gain **structural aspects** and **process management**
 - to understand the **local circumstances** of both parties
 - knowledge transfer
 - Best practice talks

Goal 2: Training GJU staff

- building up **practical Career Service skills**
- to increase the **integration** of the **GJU alumni**
- to improve the preparation for the „**German Year**“
- to improve the **services for the freshmen**

Goal 3: Networking within Career Building Initiatives

- to strengthen the **cooperation** with Jordanian **companies**
- to make up a concept **how to cooperate** in order to let all parties benefit
- **2 project conferences** (2016 & 2018)

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How to achieve the goals?

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In order to transfer the knowledge and network between the two partner universities 7 working packages WP have been set up.

WP 1**Work readiness****WP 2****Workshops****WP 3****Excursions****WP 4****Staff exchange and on-the-job training****WP 5****GJU Career Fair & Campus Careers****WP 6****Project conferences****WP 7****Sustainability**

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How to achieve the goals?

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WP 1: Work readiness

- To ensure work readiness:
 - GJU purchases software licences and equipment

Total amount: EUR 5,000.00 in 2015

WP 2: Workshops

- 5 workshops to guarantee an intensive transfer of experience and knowledge
 - 2015: Networking and Skill Capacity Building
 - 2016: Evaluation and Quality Assurance
 - 2017: Preparation for the German Year and
Integration of students from the first year
 - 2018: Alumni Management

Total amount: EUR 46,134.00

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How to achieve the goals?

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WP 3: Excursions

Germany	Jordan
Advisor- and Career Service Meetings	Institutions
Public Employment Services	Organisations
Company visits	Company visits
Benchmarking with DIES projects	

Total amount: EUR 5,280.00

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How to achieve the goals?

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WP 4: Staff exchange and training on the job

- Hire an administrative support in Germany
- Staff exchange:
 - 2015: 1 GJU employee => H AB Duration: app. 100 days
 - 2016: 2 GJU employees => H AB } Duration: app. 50 days
 - 2017: 4 GJU employees => H AB

Total amount: EUR 85,559.80

WP 5: GJU Career Fair and Campus Careers

- Mutual visits for aprox. 3 days

Total amount: EUR 4,658.00

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How to achieve the goals?

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WP 6: Project Conferences

- 2 conferences in 2016 & 2018:
 - Benchmarking and discussions / workshops on best-practice examples,
 - Career Planning & Guidance
 - Evaluation of the project and discuss its sustainability

Total amount: EUR 25,114.00

WP 7: Sustainability

- Target-performance comparison
- Reflecting the reached goals and goals that may have changed
- Outlook on the future

Total amount: EUR 2,500.00

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Involved Staff at Hochschule Aschaffenburg

Version 1.0

Ernst Schulten (H-AB) – Head of Career Service at H-AB

Ernst Schulten was, as one of the first graduates at H-AB, employee in the Laboratory for Informatics and Standard Software at H-AB in 2000. The setup of a SAP-system in research and teaching as well as technical and contentual preparation of SAP-case studies were part of his tasks until 2008. Between 2009 and 2013 Ernst Schulten was head of the quality management department and since 2012 he is head of the Career Service at H-AB.

Together with 4 employees he is responsible for a dynamic interaction between university, companies and institutions. Besides that Ernst Schulten supervises several SAP-lectures at H-AB and is member of the advisory board of the Alumni Club Aschaffenburg (ANA e.V.). He holds a degree (FH) in Business since 2000 and a degree (M.Sc.) in computer science since 2006.

Larissa Zimmermann (H-AB) – Employee at Career Service at H-AB

Larissa Zimmermann works for the Career Service at H-AB since November 2015. In 2015 she completed her studies in sociology with a focus on counseling at the Ruprecht-Karls University Heidelberg. During her studies Larissa Zimmermann worked for the Career Service at the University of Heidelberg. At H-AB she is responsible for further education offers, surveys and controlling of this project.

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Involved Staff at Hochschule Aschaffenburg

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Melissa Sommer (H-AB) – Employee at Career Service at H-AB

Melissa Sommer is employed at H-AB since 2012. She worked as a placement officer at the employment agency in Aschaffenburg before joining the Career Service team at H-AB. Melissa Sommer holds a degree in Business Administration from H-AB. At the Career Service she is especially in charge of the guidance of prospective and current students as well as for the career guidance (Student Advisory Service and Career Service).

Iris Foth (H-AB) – Employee at Career Service at H-AB

Iris Foth (H-AB) - Employee at Career Service at H-AB Iris Foth has been working for the Career Service at H-AB since June 2015. In 2006 she completed her studies of sociology with focus on the employee and organisation development at the University of Heidelberg. In 2011 she completed her extra-occupational studies of business administration with focus on human resource management and marketing. Before coming to H-AB Iris Foth worked as a consultant and human resources manager in different industrial sectors in Nuremberg and Aschaffenburg. At H-AB she is particularly responsible for careers advising, further education offers and events.

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Involved Staff at German Jordanian University

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Stefanie Luniak (GJU) – Project responsible for the GJU Career Service
 Stefanie Luniak works at GJU since 2010. Since 2011 she is employed within the OIL as coordinator for student relations. She holds an engineering degree (FH) in Architecture since 2010 and during her studies has worked for many years for the International Office at HTWK Leipzig. Currently she is enrolled within the extra occupational DAAD master program „International Education Management” (INEMA) at PH Ludwigsburg and Helwan University Cairo. She is responsible for supporting the students regarding their internship search and career planning and directs the project for the development of the GJU Career Service.

Britta Kähler (GJU) – Director of the Office for Industrial Links (OIL)
 Since 2009 Britta Kähler is the Director of the OIL. The OIL is responsible for building up a solid base of industry contacts and constantly expanding it. The Career Service will become a new department within the OIL, for which she will be responsible, in particular regarding the cooperation with potential employers and Alumni. Since 2000 she is living in Jordan and before joining GJU she was Project Manager within the Friedrich-Ebert-Stiftung Amman office. She holds a degree (Magister) in Islamic Sciences and History from Bonn University.

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Linda Berger (GJU) – Internship & Career Advisor

Ms. Berger works at GJU in the Office for Industrial Links since April 2015 and is mainly responsible for internship and career counselling related to the Germany Year. Within the project, she takes care of the administrative tasks and event management on the GJU side. In 2013, she graduated with a M.Sc. in Social Sciences from SOAS, University of London after receiving a B.A. in Islamic Studies from Otto-Friedrich-University Bamberg in Germany. She likes to explore Amman on foot.

Abdal Raouf al Dweiri (GJU) – Career Counselor and Coordinator

Mr. al Dweiri graduated from the Hashemite University in 2008 and holds a Bachelor degree in Sustainable Tourism. He started working for GJU in Feb. 2013 as project assistant for the vision rehabilitation program. After assisting in the installation of the vision training center at GJU, he transferred to the King Abdallah II Fund for Development Career Guidance office to restructure it & improve its services in Oct.2014. He is taking care of career counseling, arranging career fairs and helping students to find jobs during their studies or after graduating. Before starting at GJU he worked as Logistics & Administrative officer in the oil field for offshore drilling operations in the United Arab Emirates from 2010 to 2013 and as flight services coordinator for private flights from 2008 to 2010.

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Establishing Career Service Structures and Processes at GJU

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