



THE GOLDEN FORTY TASKS OF THE CAREER SERVICES UNIT, KASU

ENHANCING CAREER DEVELOPMENT THROUGH
COMPREHENSIVE SERVICES

PRESENTED BY

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HEAD.

WORKSHOP OFFERINGS

- ❖ Host workshops on Resume writing
- ❖ Conduct Mock interviews for Students
- ❖ Offer workshop on Job Search etiquette
- ❖ Provide tips for using LinkedIn effectively
- ❖ Offer workshop on time Management and Organization skills

CAREER EXPLORATION

- ❖ Provide resources for exploring different Career path
- ❖ Offer Personality and Career assessments
- ❖ Host Seminars on Job Search Strategies
- ❖ Offer resource for exploring alternative Career path
- ❖ Offer career counseling sessions

NETWORKING AND PROFESSIONAL DEVELOPMENT

- ❖ Offer guidance on Networking Strategies
- ❖ Organize Alumni Networking Events
- ❖ Host Panels with Industry Professionals
- ❖ Provide guidance on creating a career development plan
- ❖ Offer workshops on professional branding

JOB SEARCH SUPPORT

- ❖ Assist students in finding Internships
- ❖ Provide resources for finding Part-Time Jobs
- ❖ Assist with job application strategies for International Students
- ❖ Provide guidance on job search strategies for different Industries
- ❖ Offer workshops on job market trends

GRADUATE SCHOOL PREPARATION

- ❖ Provide information on Graduate School applications
- ❖ Offer workshops on effective communication skills
- ❖ Offer workshops on negotiation skills
- ❖ Provide guidance on navigating job offers
- ❖ Offer guidance on transition from college to the workforce

CAREER EVENTS AND ENGAGEMENTS

- ❖ Organize Career Fairs with employers
- ❖ create and distribute career-related news letters
- ❖ Host events focused on specific industries (e.g., Tech, Healthcare etc.)
- ❖ Host events focused on career development for specific students populations
- ❖ Provide resources for exploring entrepreneurship

SKILL DEVELOPMENT

- ❖ Provide guidance on creating a Portfolio
- ❖ Host workshops on digital literacy and technology skills
- ❖ Offer workshops on personal branding through social media
- ❖ Provide resources for exploring remote work opportunities
- ❖ Assist with cover letter writing

COMMUNITY ENGAGEMENT

- ❖ Provide resources for exploring volunteer opportunities
- ❖ Offer workshops on work place diversity and inclusion
- ❖ Offer assistance with preparing for career fairs
- ❖ Provide resources for exploring opportunities for further education or certification
- ❖ Conduct Employer information sessions



THANK YOU