



Support Policy and Procedures for Students at the American University in Madaba for the year 2022

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The Deanship of Student Affairs aims to provide students with professional advice and technical consultations in communication skills and job search. It helps students establish connections with private sector organizations and civil society institutions at national, regional, and international levels. It also assists students in securing permanent employment after graduation and part-time jobs during their university years.

1- Training and Guidance

The purpose of training and guidance is to develop students' skills and capabilities throughout their academic journey, aligning those abilities with the requirements of the local and international job market. It helps them find employment opportunities by conducting specialized training courses within the university to achieve the following objectives:

- Equipping students with the necessary skills for employment in the local and international job market by providing the student with the necessary skills and competencies.
- Providing students with the skills and competencies needed to motivate them to initiate self-employment entrepreneurial projects.
- Equipping students with communication and interpersonal skills and how to deal with the demands of the job market.
- Improving students' practical computer application skills related to their majors.
- Strengthening students in foreign languages, which will increase their chances of employment opportunities.
- Empowering students with general awareness topics that help them acquire essential skills related to employment systems and labor laws.
- Educating students on any additional issues that contribute to their preparation for the job market and increase their chances of employment.

The main procedures include:

1. Identifying training needs and developing an annual training plan.
2. Selecting training service providers/trainers.
3. Organizing and evaluating training courses.
4. Providing training on employment and work-related skills, including work ethics, job search methods, resume writing, interview preparation, etc.
5. Providing training on entrepreneurship and self-employment skills, including business plans, fundraising, etc.
6. Training on communication and interpersonal skills, including body language, customer service, etc.
7. Conducting workshops and general awareness seminars.

8. Guiding students towards jobs that match their skills, abilities, and psychological and social characteristics.
9. Providing individual and group counseling to enhance students' skills and address any problems that may affect their competency upon graduation.
10. Providing group guidance to increase students' job acquisition skills.

2- The Partnership and Networking

The purpose of partnerships or networking is to establish communication channels and build strategic and long-lasting relationships with relevant stakeholders, including public and private sector institutions, donor organizations, civil society organizations, professional institutions, business associations, university alumni, and maintaining those relationships to achieve the strategic objectives of both the office and the university. Through networking activities and partnerships, the following objectives can be achieved:

- Creating permanent and temporary job opportunities for students during their academic stages and after graduation.
- Providing practical training opportunities with the aim of employment (internships).
- Assisting in identifying the training needs of students through feedback from partners.

The main procedures include

1. Building relationships with training institutions.
2. Organizing the university's annual job fair.
3. Establishing relationships with companies, public institutions, and non-profit organizations for employment opportunities.
4. Creating practical training opportunities for the purpose of employment (internships).
5. Finding volunteer work opportunities.
6. Facilitating student internships in companies, public institutions, and non-profit organizations.

3- Graduate Follow-up:

This process aims to maintain continuous communication with graduates to monitor their employment status, share their success stories, and benefit from their experiences and expertise to assess the alignment of university education outcomes with the needs and requirements of the job market. It also aims to increase their loyalty to the university by involving them in various activities and events organized by the university, such as seminars and conferences.

The main procedures include

1. Building and developing a database of graduate information for specialized studies.
2. Monitoring the employment status of graduates to track their success in securing job opportunities.
3. Utilizing graduates' experiences and expertise to enhance the development of current students and benefit from their work and project experiences.
4. Ensuring permanent job opportunities for graduates after university graduation.
5. Providing practical training opportunities for the purpose of employment (internships).
6. Promoting the success stories of graduate students, supporting their involvement in university activities, and assisting in establishing an alumni club.