



Introductory Guide for Alumni Unit in College of EIT

2021/2022



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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Alumni Unit

Vision

Distinguished graduates who are qualified to compete in the labor market locally and globally, serve the community and contributes to achieving the Kingdom's Vision 2030.

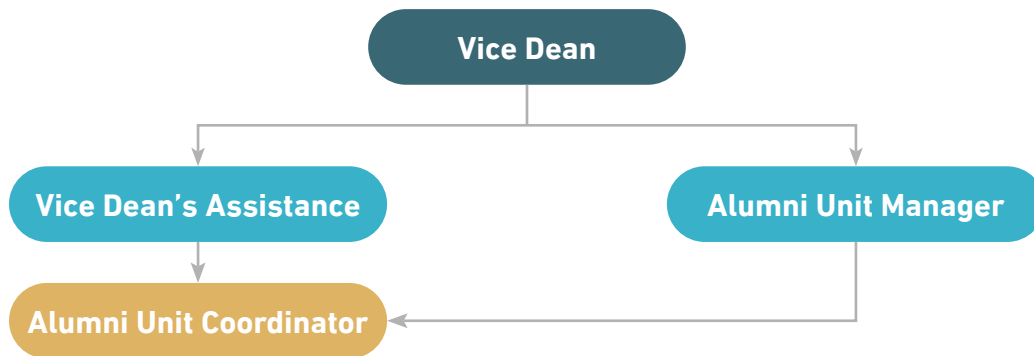
Mission

Enhancing the competitive capabilities of graduates in the labor market: This is done through vocational training and job qualification, effective attendance at all job fairs and available electronic platforms, providing an interactive environment that is attractive to graduates, training and employment agencies, and establishing partnerships with the labor market.

Objectives

1. Develop the skills and competencies of students and graduates and develop their personal qualities necessary to compete in the labor market.
2. Helping graduates to form strong portfolios of achievements that increase their competitiveness in the labor market.
3. Assisting graduates in finding employment and vocational training opportunities.
4. Establishing partnerships with the labor market.
5. Effective and continuous communication with graduates, employment and vocational training bodies.
6. Providing data, statistics and analysis of the necessary questionnaires for graduates and employers.
7. Organizing graduation projects and assisting in providing support for distinguished projects and holding exhibitions to market them.
8. Organizing and sustaining communication with the graduates.
9. Building a database for graduates and their work and follow-up with, which strength the relation with college
10. Enhancing graduates' satisfaction surveys on the academic programs after graduation.
11. Measuring the level of satisfaction of graduates and working institutions.
12. Contribute to preparing graduates for the labor market; by raising their efficiency and refining their skills through a set of distinguished training programs.
13. Organizing and keeping the unit's documents.
14. Preparing the unit's quarterly report.
15. Establishing a branch of the Alumni Association on the Internet (the Alumni Electronic Club).
16. Organizing a career day; to achieve effective communication between graduates and community institutions.
17. Encouraging the students to play a positive role in the educational process.

Alumni Unit Organizational Structure



Alumni Guide Unit

Alumni unit

The Alumni Unit is concerned with qualifying graduates, developing their skills and abilities, enhancing the spirit of belonging to the College of Engineering and Information Technology. It focuses on enlightening their opinions and suggestions, and directing them to serve the country and their religion. It also helps them clarify the mechanism of obtaining jobs that are compatible with their specializations and the requirements of the labor market.

Job Qualification

Job qualification is a set of events and activities offered to college students and graduates with the aim of providing them with the skills to search for the right job and gain the components for success and job stability, as well as establish a Partnerships with employers.

Responsibilities of the Job Qualification Coordinator

- Introducing the local and international professional bodies and organizing alumni forums with continuous meetings.
- Developing students and graduate's skills and preparing them to find suitable job opportunities and qualify them to pass personal interviews and prepare a professional curriculum vitae.
- Establishing partnerships with employers and expanding their meetings with students and alumni for visits and training to create suitable job opportunities.
- Benefiting from the experiences and expertise of community leaders and coordinate with them to hold forums with students and alumni
- Introducing programs and services for employment, especially the virtual platform for the labor market in the Kingdom of Saudi Arabia, "The National Labor Gateway "HRDF and TAQAT".
- Providing graduates with the needs and roles that performs after obtaining a job.

Entrepreneurship Qualification

It is a set of events and activities aimed to qualify students and graduates for entrepreneurship, establishing projects, benefiting from the experiences of prominent entrepreneurs, holding exhibitions and competitions for graduation projects and student products, and working to establish partnerships with entities that support entrepreneurship.

Entrepreneurship Tasks

- Qualifying students and graduates to enter the world of entrepreneurship, establish projects, and excel in this field.
- Introducing the various supporting bodies, such as the National Entrepreneurship Institute, the university's business incubator, and other relevant bodies.
- Establishing partnerships with organizations that support entrepreneurship and receive them to hold forums with students and alumni and organize visits to them.
- Benefiting from the experiences and expertise of prominent entrepreneurs and hosting them to hold meetings with students and alumni.
- Introducing "HRDF" programs and services for entrepreneurship, such as "Nine Tenths", "Supporting Small Business Owners" and "Training Small Business Owners".
- Introducing public and private entities to students' products by holding exhibitions, markets for them and competitions for graduation projects.

Responsible Entities

The Departments Are Being Coordinated With

- Graduation Projects Coordinator
- Academic Advisor
- Job qualification Coordinator
- Field Training Coordinator
- Alumni Committee

The Courses Are of Interest to the Unit

- Development of personality traits
- Qualification for remote work
- Entrepreneurship Qualification
- Vocational Training
- The National Labor Gateway "Taqat" course
- "New E-Commerce System" course
- Self-marketing workshop "CV, personal interview"

Accessories

Attached Forms for the Alumni Unit. If the activity is via the Zoom platform, Google questionnaires are used to record attendance in addition to evaluating the activity.



Activity attendance questionnaire form



Activity Evaluation Questionnaire Form



Alumni Database Template



A Form to Measure the Extent of Student Satisfaction with the Performance of a Coach



A Form to Measure the Extent of Student Satisfaction with an Activity



Contacted Third Party Data Form



Employers Data Form



Data Form for Entities to be co-operated with in Training and Qualification



Data Form for Trainers who have cooperated with them in Training and Qualification



Report Form for an Event or Activity



The Unified Form for Displaying the Achievements of the Entities' Operational Plans



Signature Form for attending an event or activity in the Alumni/Alumni Unit



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