

APPROVED:
Rector of the Cahul State University „B. P. Hasdeu”
SERGIU CORNEA_____

JOB DESCRIPTION

Name of the position: specialist in quality education, guidance and career counseling

Name, surname_____

General duties of the position: the realization of the internal educational policies for the career and the system of management of the quality of the studies

Function of the direct manager: Head of Service (Section/Department) Education quality management, guidance and career counseling

Functional duties and responsibilities:

1. is appointed according to the university's rector;
2. participates in the development of quality management system documents;
3. ensures the updating of quality management system documents;
4. signs study and employment contracts with students;
5. organizes and participates in exhibitions, scientific conferences, symposia, round tables, seminars for students regarding professional insertion and for representatives of enterprises regarding professional insertion, trainings for students and employers, based on their needs;
6. elaborates support materials for the activities carried out within the service;
7. carries out career guidance and counseling with various groups of beneficiaries;
8. guides students in completing the Study Contract, especially in choosing and setting up the individual study path, informing them about the course units/modules offered, the existing preconditions, to obtain the requested specialization;
9. provides counseling to students when drawing up the program for repeating ungraded courses or increasing the grade;
10. helps students to change their individual study path if necessary;
11. participates in the committee meetings, which examine students' success problems;
12. verifies the correctness of entries in the registers of academic groups;
13. verifies the correctness of filling in the receipts;
14. verifies the correctness of the semester grade calculation;
15. elaborates the schedule of current formative assessments;
16. 16. verifies how the current evaluations are carried out within the course units/modules, the final evaluations, the Bachelor's exams and the defense of Bachelor's and Master's theses;
17. presents semiannual and annual reports on its activity.

Job requirements:

- ❖ Higher education and/or master's degree.
- ❖ Appropriate level of culture (speech culture, self-control, respect, responsibility, etc.).
- ❖ To know the state language.
- ❖ To know a modern language of international circulation, minimum level - B2 - independent user.
- ❖ To know the use of the computer and information communication technologies at the user level.
- ❖ Continuous improvement.

Signature_____

Cahul State University „Bogdan Petriceicu Hasdeu”

APPROVED:

Rector of the Cahul State University

„B. P. Hasdeu”

Sergiu Cornea_____

JOB DESCRIPTION

***Name of the position:* HEAD OF SERVICE (SECTION/DEPARTMENT) EDUCATION QUALITY MANAGEMENT, GUIDANCE AND CAREER COUNSELING**

Name, surname _____

General duties of the position: the realization of the internal educational policies for the career and the system of management of the quality of the studies

Function of the direct manager: Vice-rector for didactic activity and quality

The direct subordinates: The specialist in the quality of education, guidance and career counseling

Functional duties and responsibilities:

1. is appointed according to the university's rector;
2. is responsible for the full activity of the Service;
3. organizes the activities of the Service in accordance with the activity plan;
4. developing activity strategies of the Service, in accordance with educational policies in the field of career guidance and with the development strategy of the higher education institution;
5. collaboration with employers and representatives of relevant ministries;
6. collaboration with the dean's offices, in order to make career education more efficient;
7. elaborates and manages the documents of the quality management system;
8. supports the University's management in the development of policy and objectives related to quality;
9. coordinates the activities of developing and keeping under control the documents of the quality management system (the Quality Manual and the procedures of the quality management system);
10. coordinates the analysis activities of the non-conformities found in the implementation and maintenance of the conformity of the quality management system with the specified requirements and proposes to the management of the University the necessary corrective or improvement actions;
11. coordinates analyze carried out by management regarding the effectiveness of the University's quality management system and the way to complete the corrective actions resulting from internal audits, analyzes carried out by the Senate Office and external audits;
12. coordinates the internal audits of the University's quality management system;
13. coordinates staff training activities in the field of quality;
14. establishes the corrections, corrective and/or preventive actions to remove the non-conformities detected during the external audit and coordinates their implementation;

15. collaborates with all academic and administrative structures of the University in order to continuously improve the Quality Management System;
16. periodically submit reports to the Rector and the Senate on the state of the QMS, informing about the main problems and possible solutions;
17. ensures the commitment of the institution in implementing the principles and mechanisms of the National System of Study Credits in the context of the allocation, granting, accumulation and transfer of credits;
18. monitors the mechanism of the correct use of the tools and documents of the National Study Credit System;
19. coordinates, together with the Methodists, the elaboration and editing of the Information File / Institutional Course Catalogue;
20. monitors the consistent achievement of the allocation/granting/transfer/accumulation of credits at university level, in all faculties/departments.
21. provides methodical support to departmental specialists;
22. administers the patrimony of the service;
23. studies and implements the advanced experience of the operation of similar centers in the country and abroad;
24. carries out annual surveys to assess the degree of satisfaction of students, teaching staff, etc., with regard to the quality of various aspects of the study process;
25. prepares a semiannual and annual report on the service's activity.

Job requirements:

- ❖ Master's and/or doctorate studies.
- ❖ Minimum 5 years' experience in USC.
- ❖ Management skills.
- ❖ Appropriate level of culture (speech culture, self-control, respect, responsibility, etc.).
- ❖ To know the state language.
- ❖ To know a modern language of international circulation, minimum level - B2 - independent user.
- ❖ To know the use of the computer and information communication technologies at the user level.
- ❖ Continuous improvement.

I have read and express my agreement with the following:

Name, surname _____

Signature _____

Date: _____

Cahul State University „Bogdan Petriceicu Hasdeu”

APPROVED:

Rector of the Cahul State University

„B. P. Hasdeu”

Sergiu Cornea_____

JOB DESCRIPTION

***Name of the position:* SPECIALIST IN THE QUALITY OF EDUCATION, GUIDANCE AND CAREER COUNSELING**

Name, surname _____

General duties of the position: the realization of the internal educational policies for the career and the system of management of the quality of the studies

Function of the direct manager: Head of Service (Section/Department) Education quality management, guidance and career counseling

Functional duties and responsibilities:

1. is appointed according to the university's rector;
2. participates in the development of quality management system documents;
3. participates in the development of quality management system documents;
4. ensures the updating of quality management system documents;
5. participates in updating the organizational structure of the quality management system;
6. participates in the analysis, evaluation and updating of the faculty's strategic development program and in the analysis and evaluation of the effectiveness of the results of preventive/corrective action programs;
7. participates in the activity of analyzing the causes of non-conformities;
8. is responsible for designing, documenting and updating the quality management system;
9. presents the Head of the Education Quality Management, Career Guidance and Counseling Service (section) with information about the operation of the QMS at the faculty;
10. is responsible for quality management and any need for its improvement;
11. signs study and work placement contracts with students
12. collaborates with the National Employment Agency regarding the creation and efficient management of the database of jobs intended for the placement of university graduates in the labor field;
13. coordinates the organization of the conclusion of bilateral contracts by the departments, the faculties of the University with the economic units regarding the internship of students and the placement of graduates in the field of work;
14. coordinates and participates in the activity of quality audits;
15. coordinates the joint organization with the departments of the meetings and round tables with the directors, chief engineers of the economic units - graduates;
16. collaborates with similar local centers from the country and abroad, non-governmental organizations, international bodies regarding the development of human resources and the promotion of the employment policy of graduates in the Republic of Moldova. Forwards proposals regarding the implementation of the advanced experience of the operation of similar centers in the country and abroad;
17. organizes and participates in exhibitions, scientific conferences, symposia, round tables, seminars for students regarding professional insertion and for representatives of enterprises regarding professional insertion, trainings for students and employers, based on their needs;

18. elaborates support materials for the activities carried out within the service;
19. carries out career guidance and counseling with various groups of beneficiaries;
20. informs students about the role of the National System of Study Credits and about the possibilities and facilities offered by it in organizing the didactic process;
21. informs students of the conditions for occupying places with budget funding in the first cycle - higher undergraduate studies;
22. explains to students the structure and way of organizing the education process based on study credits, prepares informative materials on the subject and makes them public on the institution's website and through printed materials;
23. informs students about the study possibilities offered by the educational institution: library/media, laboratories, workshops, study and rest spaces, etc.;
24. guides students in completing the Study Contract, especially in choosing and setting up the individual study path, informing them about the course units/modules offered, the existing preconditions, to obtain the requested specialization;
25. provides counseling to students when drawing up the program for repeating ungraded courses or increasing the grade;
26. verifies the development and timely provision of students with the methodical support necessary for learning in a professional training field/specialty;
27. helps students to modify their individual study path if necessary;
28. participates in committee meetings, which examine students' success problems;
29. verifies the correctness of entries in the registers of academic groups;
30. verifies the correctness of filling in the slips;
31. verifies the correctness of the calculation of the semester grade;
32. elaborates the schedule of current formative assessments;
33. check how the current evaluations are carried out within the course units/modules, the final evaluations, the license exams and the defense of the bachelor's and master's theses.
34. presents semiannual and annual reports on its activity.

Job requirements:

- ❖ Higher education and/or master's degree.
- ❖ Appropriate level of culture (speech culture, self-control, respect, responsibility, etc.).
- ❖ To know the state language.
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