



# Osun State University, Osogbo

## VACANCY UNIOSUN GRADUATE SUPPORT OFFICE

Osun State University is scheduled to graduate its first set of students in 2011. In anticipation of this, Council has approved the setting up of a GRADUATE SUPPORT OFFICE to perform a range of services for the graduates of the institution and prepare them for post-graduate life. The Office is to be headed by a SENIOR ASSISTANT REGISTRAR.

Applications are hereby invited for the pioneer head of this important office that will serve as a liaison between the University and its graduates.

### Responsibilities

Under the overall direction of the Director, Office of Development and Alumni Relations, your key results areas as Head of the Graduate Support Office will include:-

- ❖ Creating and maintaining a comprehensive database for all prospective alumni
- ❖ Preparing prospective UNIOSUN graduates for job interviews and job placements
- ❖ Establishing a database of well-placed contacts (Networking) in the corporate sector and industry
- ❖ Maintaining a hotline for speedy communication with graduates needing assistance
- ❖ Offering support for higher degree admission for UNIOSUN graduates
- ❖ Sourcing for funds for Scholarships and Fellowships
- ❖ Contributing to the mission of the Development and Alumni Relations Office and adding value to the system.
- ❖ Contributing to the attachment of the overall vision of UNIOSUN

### Qualifications

The successful candidate must possess a good honours degree complemented by a Masters degree in Business Administration, Public Administration, Counseling, Communication or Public Relations. Membership of Nigerian Institute of Management (NIM) will be an advantage. Computer literacy is not just a must, he or she must have proficiency in database administration and in the use of MS Office suite including Word, Excel, Access, Power Point and MS Publisher/CorelDraw.

### Skills

The right candidate must have competencies which include the following:-

- ❖ A strategic thinker experienced in networking
- ❖ Good interpersonal skills with ability to communicate effectively with diverse employers and donors
- ❖ A team player, approachable and pleasant personality
- ❖ Skilled at planning and executing career workshops
- ❖ Skilled at writing and executing proposals
- ❖ Able to operate in a multi-tasking environment, work with tight schedules and deadlines.
- ❖ Excellent writing and presentation skills
- ❖ Ability to conduct research and identify available opportunities

### Method of Application

Interested candidates should forward twenty (20) copies of application and accompanied with curriculum vitae with the following information:

1. Full names (Surname first in capital letters)
2. GSM No.
3. Email Address
4. Place and Date of Birth
5. State of Origin
6. Local Government
7. Marital Status; number and ages of children
8. Contact Address
9. Institutions Attended with Dates
10. Academic and Professional qualifications (degrees with classes), including Distinctions and Awards with dates
11. Statement of work experience including full details of former and present posts
12. Administrative and Managerial Experience.
13. Membership of professional bodies
14. Present Employment Status and Salary
15. List of Publications if any
16. Names and Addresses of three (3) referees. (Referees' reports in sealed envelopes signed across should be sent along with application).

**In addition, candidates should submit a two-page statement of their vision for the Graduate Support Office if appointed.**

**All applications should be forwarded to:**

The Registrar  
Osun State University, Osogbo  
P.M.B. 4494, Osogbo

**Applicants should indicate at the top left hand corner of their envelopes ‘Senior Assistant Registrar/Graduate Support Office’**

Closing Date: Applications close **three weeks** from the date of this publication.

**Dr. J. O. Faniran, (JP)**  
Registrar