



Erasmus+ International Staff Week 2017

Career Services: Enhancing International Cooperation

Freie Universität Berlin

Freie Universität Berlin Career Service

Career Service Team

Projectmanagement / Administration (Core Team)



Christiane
Dorenburg



Christiane Berwid-Kawell
und Julian

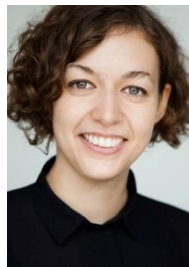


Chris Ella
Kosobutzki



Ingrid
Naumann

Workshops/Training for Mentoring and Tutoring



Tanja
Wiehn



Julia
Goschke

Student Assistants



Eda Topaç



Nora Tschepe-
Wiesinger

Career Service

- Our mission: to enhance the occupational chances of our students and recent graduates
- Founded in 1997
- Budget about 350.000 € per annum (state funding, project funding)
- Part of the administration (department of academic affairs)
- Institutional member of the Career Service Network (german association of Career Services)



Daily Team Challenges

Range of studies

- ❖ more than 150 degree programs

More than 30.000 students:

- ❖ Information
- ❖ Training
- ❖ Counselling

Diversity:

- ❖ International Students
- ❖ Students with migration background
- ❖ Students with disabilities
- ❖

12 departments:

- ❖ Cooperation
- ❖ Information
- ❖ Training



Networking / Partners:

- ❖ Communication Work
- ❖ Varying expectations
- ❖ Flood of information

Executive Board

- ❖ Internationalization
- ❖ development of degree programmes
- ❖ Employability

Third party funding:

- ❖ New projects
- ❖ budget commitments
- ❖ fixed-term contracts

Employers:

- ❖ Recruitment
- ❖ Cooperation
- ❖ Advertising

(Strategic) Guidelines

How to we manage all these challenges?

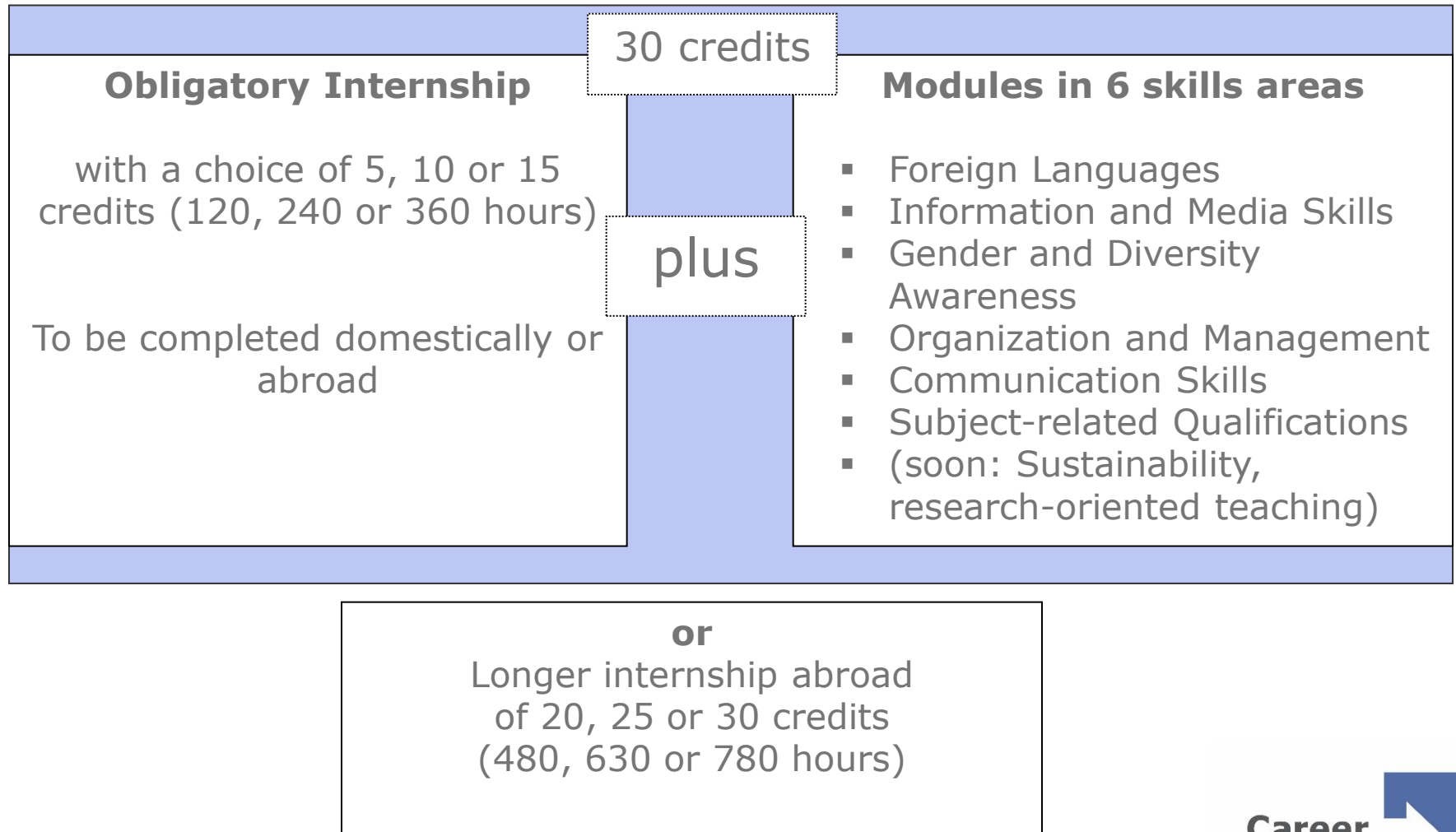
- Extensive Cooperation
- Efficient work organization
- Clear focus on priorities
- Flexibility
- Innovation
- Constant Evaluation
- Passion



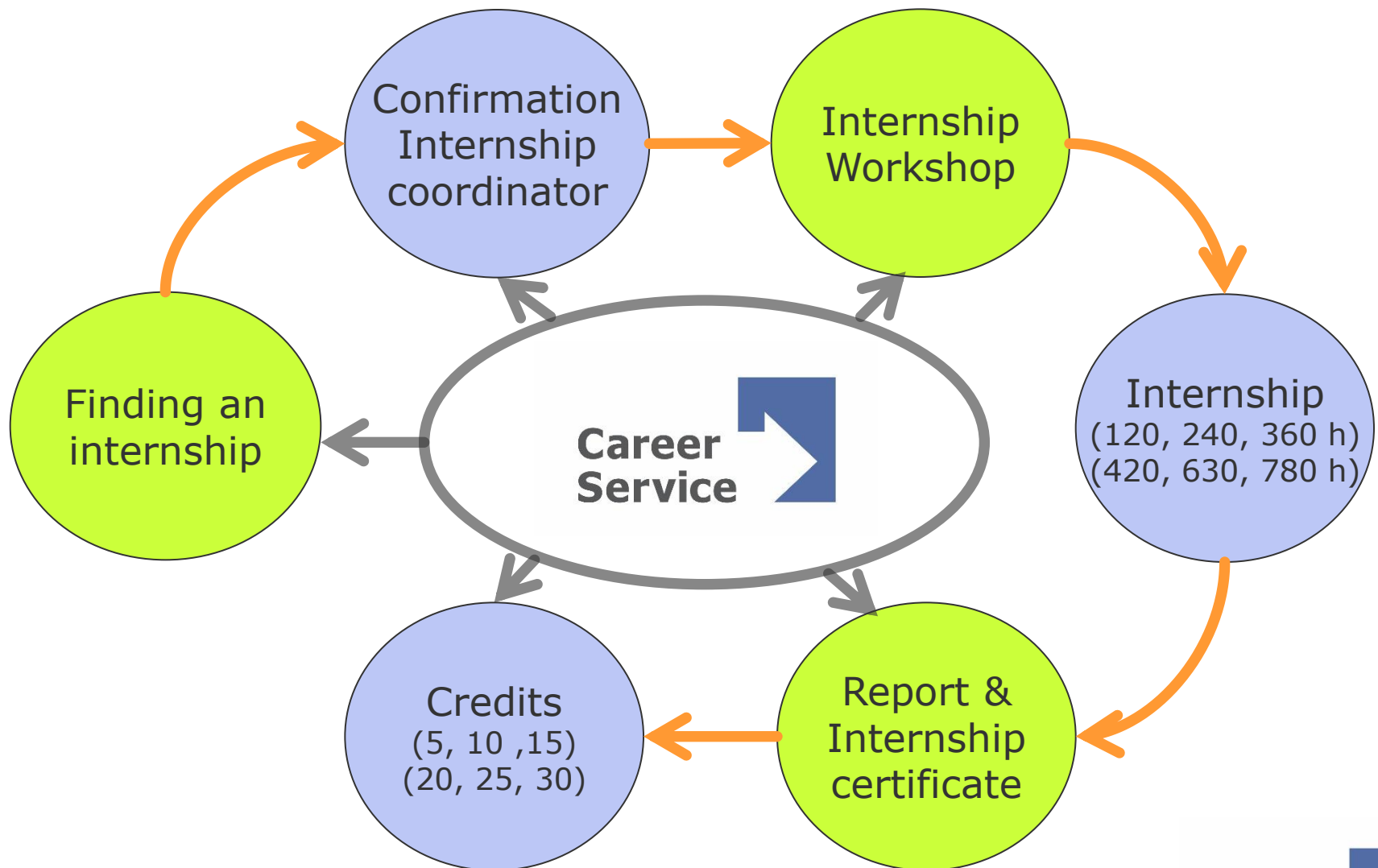
Overview of our Services

Information/ Counselling	Training - Key Qualifications	Students – Employers	Services for university departments
Career Information	Project modules in the area of communication skills (Bachelor)	Job board Stellenticket Freie Universität Berlin	Administration of internship modules (Bachelor)
Workshops, Presentations, Events	Training for Mentoring and Tutoring	Workshops, Events	Workshops, Presentations, Events
Counselling			Information, Consultancy & Evaluation

General Professional Skills (ABV) Study Field



Process Internship Module



Communication Skills

Our project modules

- Conducting Discussions and Negotiations
 - Presentation and Moderation
 - Optimizing Personal Working Processes
-
- theoretical and a practical level
 - hands-on practice, exercises, group work, role-playing
 - 5 Credits



Training for Mentoring and Tutoring

Basic Training

(24 h)

- Basic skills in teaching at the university level
- Methodological know-how
- Communication and advising strategies

Organized by:
Career Service

Training by Departments

(12 h)

- Introduction into subject related issues
- e-teaching (online learning platform)
- Knowledge transfer

Organized by:
representatives
within the departments

Additional Workshops

(6 – 16 h)

- Teaching Toolbox
- Diversity training
- Learning strategies
- Managing conflict within groups
-

Organized by:
Career Service

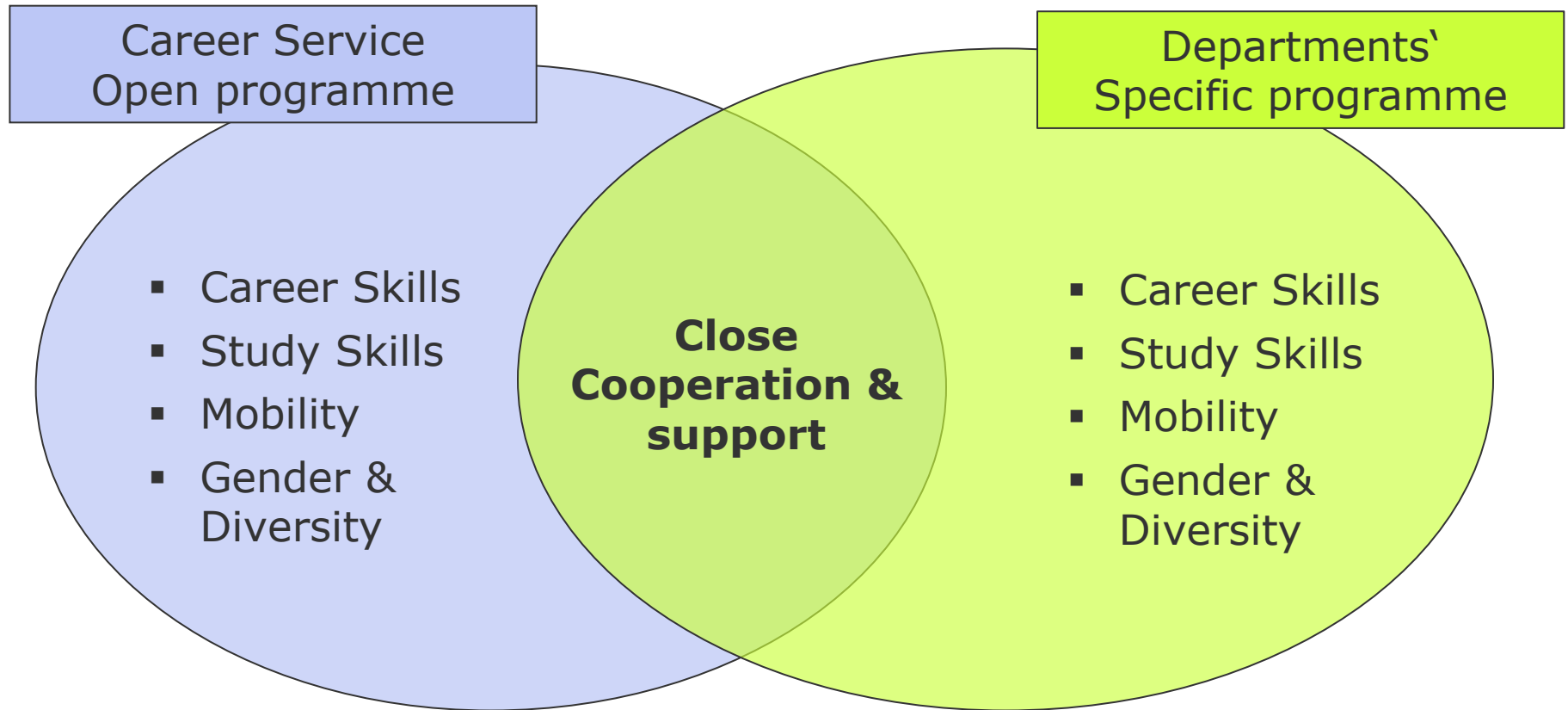
Certificate & 5 Credits & Peer Mentor (paid)

Our annual programme (ABV)

- 70 Colloquia: \approx 1400 participants
- 6 project modules:
 \approx 200 participants
- 14 basic trainings for mentors:
 \approx 280 participants
- 12 additional trainings for mentors:
 \approx 180 participants
- About 30 lectures
- \approx 1.200 internship reports
(actual internship data base
contains about 10.000 reports)



Workshops, Events



About 50 workshops, lectures, and events a year

Career Counselling

Great demand, but no Career Service Staff for counselling!

Counselling is offered by:

- External career advisors
- University Team of the Berlin Employment Agency
- Project partners/Volunteers

Our Service:

- CV-Checks
- Career Guidance
- Working for the EU
- 6 appointments a week (1h each)



Counselling on internships abroad

What

Assistance: planning, preparation, search, application, scholarships ...

Why

Increasing mobility through information & motivation

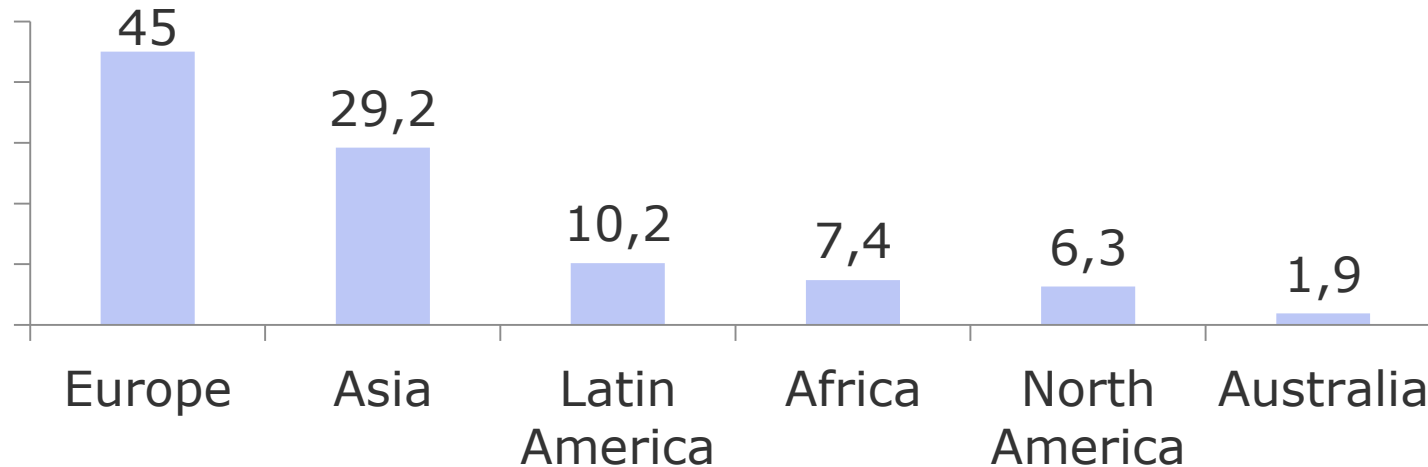
How

- cooperation with International Office (Erasmus / Promos)
- Consultation hours twice a week
- Presentations and workshops
- Data base for internship reports
- Website



Internships abroad

Internships abroad (Bachelor degree): 23,7 % (N = 8383)



Most popular countries in Europe (absolute numbers):

France (120)
Italy (87)

Turkey (93)
Great Britain (66)

Spain (65)

Students - Employers

Yes!

- Stellticket Freie Universität Berlin
- Get-in-Touch-Event
- Workshops
- „Dissemination“ (Website, Newsletter, Facebook)



No!

- No jobfairs!
- No company presentations!
- No cooperation with recruitment agencies
- No advertising!

Conclusions

- Cooperation is the key to success
- Cooperation opens new horizons
- Cooperation saves a lot of work and time in our daily business
- Cooperation enriches our work environments and academic life
- Cooperation can make the impossible possible



So let's start!