

## About the Careers Office

The Careers Office is one of the most active, dynamic and forward-looking departments of the International Hellenic University. Our role is to actively engage students in exploring and pursuing their career aspirations by providing a wide range of career related services.

## Mission of the Careers Office

The Careers Office is committed to providing professional guidance, resources and access to employment opportunities for the diverse body of students and alumni. The office has adopted a student-centered philosophy according to which each student receives individual support for his/her every career concern.

## What makes us different?

Following international practice, our office encourages students to become involved in their career development during their studies and not upon their completion.

Career development is a preparation for life, so the Careers Office makes sure that it offers students all means available to increase their employability and make informed career decisions. Early preparation can really make the difference! Don't forget that success belongs to those who prepare well in advance...

## What we ask of you

We depend on you to help us deliver the most effective possible service. You can assist us by:

- Attending and being punctual for all events and appointments with us.
- Being professional in all interactions with employers. Please bear in mind that as well as representing yourself you are also representing IHU. Employers form impressions of the whole student body from their dealings with individual students.
- Engaging early on with IHU Careers and taking advantage of the full spectrum of career offerings to help you make the transition from education to employment.
- Responding to any requests for information on what you are doing following graduation and in your subsequent career.
- Providing constructive feedback by completing occasional feedback questionnaires when using different aspects of IHU Careers Services



[www.careeroffice.ihu.edu.gr](http://www.careeroffice.ihu.edu.gr)



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## Contact us

We welcome your questions regarding your career planning and your career opportunities. An IHU Careers Advisor will respond to your inquiry as soon as possible. Please direct your inquiries or book an appointment by sending an email to [careers@ihu.edu.gr](mailto:careers@ihu.edu.gr)

Tel: +30 2310 807 507-6  
Fax: +30 2310 474520

## Where to find us

**The Careers Office is located in Building A, Ground floor**

International Hellenic University  
14th km Thessaloniki - Nea Moudania  
57001 Thermi, Thessaloniki  
Greece

## Visit our Websites

[www.careeroffice.ihu.edu.gr](http://www.careeroffice.ihu.edu.gr)  
[www.ihu.edu.gr/gateway](http://www.ihu.edu.gr/gateway)



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# Careers Office

Connecting You to your Career



# IHU Career Services for Students & Alumni

## Access and facilities

You are eligible to use IHU Careers services if you are a current, registered IHU student or IHU alumni. The IHU Careers Office is open Monday to Friday 9am-5pm. Our buildings are wheelchair accessible, however if you have any concerns, please do not hesitate to contact us in advance of your visit.

## One-to-one sessions for career advice and job information

Book an individual appointment and receive tailor-made advice and guidance. The sessions last 30 minutes and a prior booking of an appointment is required. Careers sessions include: face to face careers or CV discussion, mock interviews, telephone - Skype discussions.

## CV Writing & Interview Workshops

The Careers Office runs workshops that aim to assist students and graduates to identify their skills, prepare their CVs and get ready for job interviews. By attending such workshops, students get the opportunity to generate their own personal marketing package and job-hunting strategies.

## Career Events

The Careers Office organizes various career-related events in order to equip students with the knowledge and skills needed to make the right career decisions. Such events provide information regarding careers outside of academia, bring students in contact with professionals, companies and organizations and encourage networking between the two parties.



## Job Search

The Careers Office facilitates its students and alumni their job search by providing access to a number of employment and internship opportunities in the local and international market.

## CV Database

Quite often, employers actively search for the right candidates to recruit through the Careers Office. If you are a student or alumni, don't hesitate to send your updated CV for our CV database in order to match your profile with the employment opportunities that arise.

## Career Brochures

Looking for specific career information to read at home? Then pick up one of our leaflets covering the subject you require and prepare yourself!

## Career Section in the Library

If you are looking for more career material, then visit our career section in the library and check all the career books and press collection that can help you in career planning.

## Erasmus Exchange Programme

Students may choose to carry out their practical training for a 3-month period in another EU country.

# Career Events & Services... make them work for You!

## Career Fair & On-Campus Recruitment Days

The Careers Office organizes the annual Career Fair while On-Campus Recruitment Days take place throughout the year. The **Career Fair** is the top event for students and graduates to meet potential employers in person, to obtain insight into the local and global labour market, to gain interview experience and to find out more about selection procedures and employability skills.

Despite your intensive study schedule at IHU, we suggest you put some time aside in order to attend as many **Career Events** as possible and make use of the careers services because they are a great way to:



Learn more about careers related to your degree



Gain first-hand knowledge and insight on certain industries



Get your career questions answered by professionals



Gain familiarity with the job market, the skills, the knowledge and experience employers seek



**Non-attendance policy:** Our events and appointments are oversubscribed and therefore it is important you always cancel your booking online as soon as you know you are unable to attend, so that another student is able to book.