

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 to explore and pursue 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 to 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...



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 Career Officer 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

Tel: +30 2310 807 506
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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
- www.ihu.edu.gr/gateway/



Careers Office

Connecting You to your Career



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Services for Students & Alumni

- **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 appointment is required.
- **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, with guidance on CV & Cover Letter preparation, interview skills and job-hunting strategies.
- **Career Events**
The Careers Office organizes various career-related events in order to equip students with the knowledge and skills to make the right career decisions. Such events provide information regarding careers outside of academia, bring students in contact with professionals, companies and organisations and encourage networking between the two parts.
- **Career Fair & On-Campus Recruitment Days**
The Career Fair is the top event for students and graduates to meet potential employers in person, to obtain an insight into the local and global labour market, to gain interview experience and to find out more about selection procedures and employability skills. The Careers Office organizes annual Career Fairs while On-Campus Recruitment Days take place throughout the year.
- **Job Search**
The Careers Office facilitates its students and alumni their job search by providing access to a number of employment and internship opportunities through its portal Business Gateway. Make use of this useful portal and find information on job openings 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.
- **Erasmus Exchange Programme**
Students may choose to carry out their practical training for a 3 month period in another EU country.
- **Career Resources**
Visit our webpage www.careeroffice.ihu.edu.gr and gain access to career material such as sample CVs, cover letters, interview tips, business letter samples, interesting career articles, etc. For job search help visit the Business Gateway portal www.ihu.edu.gr/gateway/
- **Career Brochures**
Looking for specific career information to read at home? Then pick up one of our leaflets covering the subject you require for you and prepare yourself! The topics covered so far are interview preparation & the job search abroad.
- **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.



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

Despite your intensive study schedule, we suggest you get out of the time you spend at the International Hellenic University. Attend as many career events as possible and make use of the careers services because they are a great way to:

-  Meet potential employers that may offer you a job or an internship
-  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