

Internal Regulation of the Student Support and Employability Office



SGQ-REG-37 R0 - 04/23



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Chapter I **General Provisions**

Article 1 **Object and Scope of Application**

The purpose of this Regulation is to establish the attributions, competences and rules of operation of the Student Support and Employability Office, hereinafter called GAEE of the Instituto Superior de Tecnologias Avançadas de Lisboa, hereinafter referred to as ISTECLisbon.

Chapter II **Nature and Mission**

Article 2 **Nature**

GAEE's main function is to link ISTECLisbon's students and graduates to the labor market, promoting their insertion in working life and monitoring their career paths, through the development of activities that promote ISTECLisbon's connection with its former and current students and potential employers and the interaction with Directors and Coordinators of courses in matters related to employment.

Article 3 **Mission**

GAEE's mission is, above all, to contribute so that each student of ISTECLisbon feels comfortable in this higher education institution, as well as feels integrated and supported in his/her academic and professional path.

The GAEE focuses, fundamentally, on two major axes:

1. Students:

Contributing to their reception and integration, promoting their development along the academic and/or professional path through individual counseling to support decisions/choices, updating study methodologies and personal development.

2. Employability:

Promoting a close interaction with the labor market to which ISTECLisbon graduates are destined, knowing it and proceeding to the dissemination of the institution and future professionals, fostering professional development, in order to contribute to the employability and entrepreneurship of our graduates, facilitating their transition to the labor market.

Chapter III **Internal Organization**

Article 4 **Objectives**

The objectives of the GAEE of ISTECLisbon are:

- a. Create and keep permanently updated a database of graduates, as well as their potential and actual employers;
- b. Conceive, propose and stimulate initiatives that promote the employability of graduates;
- c. Actively promote contact and collaboration protocols with potential employers;
- d. Promote and carry out all actions that prove to be necessary and appropriate to increase the employability and professional integration of graduates.

Article 5 Competencies

It is the responsibility of the GAEE of ISTEC Lisbon:

- a. Support, on an individual basis, decisions/choices made along the students' academic and/or career path;
- b. Support in the active job search process, in the preparation of a Curriculum Vitae, Cover Letter, Motivation Letter and Spontaneous Application and preparation for job/internship interviews;
- c. Support the student in the process of self-employment;
- d. Establish partnerships and collaboration protocols with companies/institutions;
- e. Ensure the completion and compliance with the protocols of curricular internships for all students who do the Work Training;
- f. Manage the contact databases of different companies/institutions and target audiences;
- g. Recruit Curricular Internships and Professional Internships for students, with companies/institutions;
- h. Prepare students for the challenges associated with professional integration;
- i. Dissemination of active employment policies, support to young entrepreneurs and the *Portugal Empreende* project;
- j. Personalized service to students in the scope of the needy student protocol;
- k. Dissemination of job offers and relevant information for the insertion in the labor market, to students and graduates;
- l. Dissemination of events related to employability and entrepreneurship;
- m. Ensure, in collaboration with the Communication and Public Relations Office, ISTEC Lisbon's presence in fairs, exhibitions and other events where contact with companies/institutions is foreseen;
- n. To coordinate, organize and disseminate the Employment Fair among students and graduates.

Article 6 Responsibilities

1. GAEE has a coordinator, who is responsible for guiding, coordinating and evaluating all activities, based on annual plans and activity reports.
2. It is up to GAEE to propose employability and entrepreneurship policies. Within this scope, it is responsible for defining the general lines and priorities of activity plans, budgets and activity reports, as well as their approval, in order to be integrated in the Activity Plan and Activity Report.

Article 7 Organization

1. The GAEE is organized under the supervision of the Secretary-General of ISTEC Lisbon and the overall direction of the ISTEC Director and the ITA Board of Directors.
2. The GAEE is an organizational structure, of technical nature, supporting the functions of ISTEC Lisbon and its bodies.

Article 8º Contacts and Hours of Operation

1. GAEE's working hours are the same as ISTEC Lisbon's, without prejudice to its availability to respond to emergency situations, outside these hours, or to events/activities that take place outside normal working hours.
2. GAEE's contacts are:
 - a. Email: gae.lisboa@istec.pt
 - b. Telephone (external): 218 436 670
 - c. Telephone extension (internal): 318

Article 9º Functional Contents

The attributions and competencies generally necessary for the development of GAEE's activities are listed in Annex I.

Chapter IV
Final Provisions

Article 10°
Doubts and Omissions

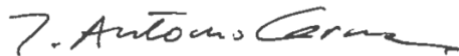
Doubts and omissions arising from the interpretation of these Regulations will be resolved by an order of the Director of ISTEC Lisbon.

Article 11°
Revision, Alteration and Validity

1. This Regulation shall be subject to revision after a legal or statutory change that implies it.
2. The Annexes that are an integral part of these Regulations may be subject to changes, after approval by the Director of ISTEC Lisbon.
3. These Regulations shall enter into force on the day immediately following their publication in due terms.

Lisbon, April 19, 2023

The Director of ISTEC Lisbon



(José António da Silva Carriço)

Annex I

Duties and Skills: Coordination

Assignments:

- Technical/administrative advice to the Bord of Directors;
- Technical support in the definition of norms and institutional procedures;
- Elaboration of studies and opinions to support decision making;
- Support to the different services in the implementation and monitoring of policies defined above;
- Preparation of plans and activity reports;
- Coordination and organization of protocols with entities/companies;
- Control of the financial execution of the Office;
- Asset control and management of the use of allocated infrastructures;
- Management of people, teams, projects and activities;
- Monitoring of the Office's evaluation processes;
- Monitoring of internal and external audits;
- Evaluation of employee performance and identification and planning of vocational training needs;
- Control and validation of attendance;
- Internal articulation between services and dialogue with external entities;
- Dissemination of pertinent internal/external information.

Skills:

Know - Know:

- Knowledge of the organization and functioning of the institution;
- Knowledge of legislation related to Higher Education;
- Knowledge of human resource management;
- Knowledge in the user's perspective, the basic computer tools;
- Knowledge of computer applications for project management and Web platforms.

Know - Do:

- Ability to general articulation with other services of the institution;
- Ability to plan and manage projects, process, teams and people;
- Ability to interpret legislation and preparation of documents to support the decision;
- Ability to apply the techniques of protocol and communication;
- Ability to use basic computer tools;
- Ability to use the information and communication computer applications of the institution;
- Ability to create and implement improvement and innovation measures.

Know – Be:

- Coordination skills:
- Autonomy and spirit of initiative;
- Ability to communicate and interpersonal relationships;
- Spirit of rigor;
- Capacity for analysis and critical sense;
- Capacity for secrecy;
- Capacity for systemic and strategic vision.

Duties and Skills: Human Resources Area

Assignments:

- Collection and processing of data for the preparation of studies, reports, maps and lists;
- Analysis and specification of functions and competences in the scope of curricular internship processes, professional internships and employability of students and graduates;
- Technical and administrative support in the procedures leading to curricular internships, professional internships and employability of students and graduates;
- Design and implementation in the procedures and improvement measures;
- Technical support to performance evaluation management;
- Management of applications made by students and graduates;
- Maintenance of information related to GAEE.

Skills:

Know - Know:

- Knowledge of the organic and functioning of the institution;
- Knowledge in legislation related to human resources;
- Basic knowledge of statistics;
- Basic knowledge of quality management and internal control methodologies;
- Extensive knowledge of the Portuguese language and of foreign languages, namely English;
- Knowledge of basic computer tools and the internet.

Know - Do:

- Ability to integrate generally with other services of the institution;
- Ability to analyze, select and organize documents;
- Ability to prepare documents to support the decision;
- Ability to communicate in Portuguese and foreign language, including English;
- Ability to use basic computer tools and the Internet;
- Ability to monitor the application of new technologies to the media;
- Ability to create and implement improvement measures and innovation.

Know – Be:

- Communication and interpersonal skills;
- Ability to work as part of a team;
- Spirit of rigor;
- Ability to analyze and critical sense;
- Ability to systemic and strategic vision;
- Interest in innovation and continuous improvement;
- Capacity for confidentiality.

Duties and Skills: Administrative Area

Assignments:

- Administrative processing of processes, related to curricular internships and professional internships of students;
- Administrative processing of cases, related to students with special educational needs;
- Registration of data in the contact database of partner companies in the area of employability;
- General administrative support to the office.

Skills:

Know - Know:

- Knowledge of the organic and functioning of the institution;
- Knowledge in legislation related to Higher Education;
- Knowledge in legislation related to Human Resources;
- Basic knowledge of the English language;
- Knowledge of basic computer tools and the Internet.

Know - Do:

- Ability to integrate generally with other services of the institution;
- Ability to prepare, analyze, select and organize documents;
- Ability to communicate in English language;
- Ability to use basic computer tools;
- Ability to manage projects and people;
- Ability to use Microsoft Office tools and the Internet;
- Ability to create and implement improvement measures and innovation.

Know – Be:

- Communication and interpersonal skills;
- Ability to work as part of a team;
- Spirit of rigor;
- Ability to analyze and critical sense;
- Capacity for secrecy.