



ISSUE 4 – JANUARY TRIMESTER 2023

# Murdoch University Dubai

## The Link: Employability News & Updates



Welcome to the 4th issue of Murdoch University Dubai's (MUD) Employability e-Newsletter, The Link. We are a little early as we have so much to share with you.

As we step into 2023, our impetus continues to be to support you, our promising students, enhance your skill-set and build valuable work experiences to become leaders of tomorrow. Every issue focuses on some aspect of career readiness skills so you are able to continually hone your craft through actionable career advice, tips, and insights. The key goal remains to enable you to chalk-out your unique career trajectory with utmost confidence and develop a skill-set that is of tremendous value in the World of Work.

Stay well and happy. Best wishes to all of you for 2023 and beyond!

### What's in this newsletter?

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### Leadership Spotlight



**Dean and Academic President, MUD**  
**Dr James Trotter - BA, MTS, PhD**

We are very delighted to include a brief interview of Dr James Trotter, Dean and Academic President of MUD in this issue. Dr. Trotter began his affiliation with Murdoch as a Lecturer in 1994 and has held numerous leadership roles at the University since then.

Enjoy the enriching career insights Dr Trotter has shared on his professional journey and academic pursuits continued over page...

### 1. Tell us a bit about you and your career journey.

When I began my academic career, I never expected to become an administrator. I loved teaching and could not, at the time, see myself becoming a leader. As I progressed in my career, I realised the powerful impact of leadership on the life and work of staff and students. Good academic leaders seek to make life in the university better for everyone. I began to seek opportunities to develop my leadership skills and take leadership roles within the university.

One of the most important professional development opportunities for me was the completion of the General Management Program at Harvard Business School. This program gave me the opportunity to reflect deeply on my personal leadership style and skills. I was also able to interact with and develop friendships with emerging leaders from many different industries from around the world. It was a life-changing experience.

### 2. What gravitated you to work for academia?

I was the first person in my family to ever go to university, so I really didn't know what to expect. As it turned out, I absolutely loved the process of researching and learning about the world. I found myself drawn to academic work. This was only reinforced by my early experiences teaching. It was always a great thrill to share knowledge with students. It is a great honour and pleasure to be part of each student's educational journey. I know from personal experience how much education can change your life and I want that for all of our students.

### 3. What is one advice you'd like to give to our students and graduates?

Always be open to new opportunities and take chances. Always be ready to do new and unexpected things.

### 4. What is your leadership style?

Leaders who micromanage their teams lack trust in their team and believe too much in their own capabilities. I trust my team and see my role as creating an environment in which they can succeed and grow. If each person on my team succeeds, then the university is far more successful than it could ever be if I constantly tried to do their jobs for them.

### 5. If you were to hire a fresh graduate, what qualities would you look for in her/him?

The key qualities I would look for in a fresh graduate are:

- Communication skills – can this person speak and write well
- Collaboration – will this person work well with others
- Adaptability – will this person be open to learning new skills
- Commitment – is this person committed to doing their work well
- Honesty – can I trust this person

## Skill Development Tips - Industry Identified: Finance

This issue's industry is Finance as it is in high demand and fast changing in the globalised, highly digitalized and interconnected work environment of today.

Based on your natural career interests and potential work opportunities in the future, think critically about how you can create a niche for yourself in your chosen area of specialization within Finance. For instance:

If you enjoy:	Then, become an expert in:
Financial Planning & Budgeting	Creating and analyzing balance sheets, cash flow statements, equity statements, revenue expense analyses, & budget sheets
Auditing, Taxation & Accounting	Understanding internal company financial policies, reporting practices and regulations, underwriting reporting systems, tax structures and efficiencies, and tax avoidance policies
Investment Banking & Venture Capital	Conducting and analyzing external market research, private equity, portfolio composition, valuation and pricing models, start-up investing
Financial Software Modelling	Performing financial planning, reporting and modeling tools and software ( <i>examples: algorithmic pricing models, advanced Excel functionalities, data visualization tools</i> )
Asset Management	Understanding investment advisory, risk management, portfolio composition and diversification (across asset classes including stocks, bonds, derivatives, currencies, & commodities)

- Review job advertisements to assess what skills are of value to employers in the field of Finance. Check out the selection criteria to determine what will give you an edge over other applicants within your career trajectory.
- Develop expertise in MS Excel. Advanced features of Excel are very powerful for Finance graduates.
- Consider obtaining Certifications in Finance such as CPA, CFA, CMA, CIA and such. These will strengthen your technical expertise in Finance and boost employability significantly.
- If you are thinking of establishing your own start-up or entrepreneurial venture, identify what skills are required to be successful as an entrepreneur and develop a plan for honing these skills. Analyse the elements involved in your idea or gig-career and identify the short- as well as long-term next steps for preparing yourself well.

## Internships and Work Opportunities on MUD Career Portal

MUD Career Portal offers work opportunities for students in a multitude of fields and industries, such as (i) Marketing, Event Management, and Content Creation, (ii) Finance and Business Development, (iii) Information Technology, (iv) Psychology, etc. Such work experiences—internships as well as part- and full-time roles—offer students the depth and breadth of knowledge that is indispensable to succeed in the work environment.

Check out the Career Portal @<https://murdochdubaicareerportal.com/> regularly and apply for opportunities that are in line with your majors and/or career aspirations.



## Career Tip of the Day!

**Career Management is your Game Plan. Be aware of the opportunities around you and learn as fast you can. Seek ways to ask thoughtful, reflective questions so you are able to develop deep insights over time. Have an insatiable appetite for learning to become a life-long learner. Your knowledge, skills and attitudes will establish your worth in the World of Work!**

## Employment FAQs

We are frequently asked about employment related questions in our interactions and conversations with the students. Here is a summary of our guiding responses:

### A. How can I search for a job in the UAE?

1. First of all, make sure your Resume, Cover Letter and LinkedIn Profile are ready.
2. Then, start searching for work opportunities by utilizing a variety of channels. That is:
  - Create your profile on reputable job sites and apply for selected positions. Bayt.com, MonsterGulf.com, Indeed.com, NaukariGulf.com, etc. are credible job sites,
  - Check out the company websites of your preferred employers to see if they are recruiting for positions of your interest. This is often the most effective route for job hunting,
  - Reach out to recruiters and professionals via LinkedIn, and
  - If you feel comfortable, get the word out to your lecturers, contacts at organizations where you interned (as applicable), friends and family members.
3. Continue to seek ways to get your foot in the door of top employers within your field of specialization. Once you get in, there will be a lot of opportunities to grow within the organization.

### B. How can I revamp my resume?

A carefully created resume is vital for competing in the employment market. Here are some tips to consider for enhancing the impact of your resume:

1. Keep your resume succinct. The rule of thumb is to have a 1-page resume for ≤ 5 years of experience and 2-pages for >5 years.
2. Use bullet points and keywords of your specific field. Keywords help because they show to the recruiters and hiring managers that you have the relevant skill-set and experience. Also, many companies use the ATS (Application Tracking Systems) to scan and shortlist resumes based on keywords.
3. Seek ways to get internships or part-time work experiences, whether paid or unpaid. Strive to do at least one internship before you graduate.
4. Employers like to see that you are involved and keen to participate. Try to gain hands-on experiences in the University by being part of student clubs and events. Make the time for sports and extracurricular activities on the campus while maintaining a sharp focus on your academic achievements.
5. Make sure there are no typographical errors in your resume. Highlight your achievements, and showcase experiences that demonstrate your technical and human-centered skills (such as communication skills, teamwork, work ethics, critical thinking, etc.).

*Take ownership of your resume and enjoy the process of keeping it up-to-date at all times.*



## A Quintessential Quotation

**“Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work”**

**– Steve Jobs, Founder of Apple Inc.**

### C. How do I prepare for an interview?

Preparing for an interview is critical. Several steps are required to prepare you for a successful interview as follows:

1. Research the company, and interviewers. Please know that there is an expectation from the employers that you have done your research about the company. This demonstrates to them that you are keen to be part of the organization and can research on your own.
2. Carefully review the position description so you understand different aspects of the role.
3. Prepare and rehearse your elevator pitch to introduce yourself well. Make sure you do not memorize it, rather remember the key points to be covered.
4. Be ready to talk about work situations that demonstrate your skills using the STAR method.
5. At the end of the interview, ask meaningful questions to learn more about the job, company, and industry.
6. And do not forget to send a thank you letter to the interviewers within 24-36 hours of the interview.

## MUD Employability Support: Book an Appointment

Are you wondering if your resume stands out? Do you have a technical or behavioural interview coming up, and need practice to get ready? Do you need to refine and rehearse your Elevator Pitch? Or discuss possible career paths in your field of specialization?

Contact **Uzma Shaheen** to grab a 30-minutes in-person or virtual appointment (via Zoom) for support on Career and Employability related matters.

## Employability Workshops

Over the last few semesters, we hosted a large number of Employability workshops. We are excited to provide you with the recordings of three of our previously offered Employability Workshops. We will continue to bring-back selected previous workshop recordings to our future issues of this Newsletter:

### Making your resume stand out!

September 2022 Trimester

[Recording link](#) [Slides link](#)

### Boost Your Employability – MUD Alumni

May 2022 Trimester

[Recording link](#)

### Elevator Pitch and Interview Responses

January 2022 Trimester

[Recording link](#)

### Upcoming Workshops

Stay tuned to exciting workshops this trimester. Email reminders will be sent closer to the workshop date:

#### Professional Conduct and Etiquettes

January 31, 2023

#### Guest Speaker Session – Current

Employment Market Insights

February 28, 2023

#### How to ace your Interviews

March 26, 2023

### Contact Points & Questions:

We would love to hear from you if you have any ideas, comments or requests for a specific employability workshop or initiative, please contact **Jil Salhani** or **Uzma Shaheen**. Let us know how we can support you more!

**Have a great January Trimester!**