



TITLE: CAREER SERVICES ADVISOR

SUPERVISOR: CAREER SERVICES DIRECTOR

DEPARTMENT: CAREER SERVICES

POSITION OBJECTIVE: The Career Services Advisor position is instrumental in the execution and delivery of services offered by the Career Services Department. Through student/ graduate job search coaching and employer development/ qualified job lead generation it is the responsibility of the Advisor to place graduates in career objective employment.

EDUCATION AND TRAINING: REQUIRMENTS:

- Expert level Outlook, Word and Excel; must be able to create reports, sort & organize data, maintain shared Outlook calendars and contacts, demonstrate excellent business writing skills.
- Expert level communication skills with people from varying education levels and backgrounds
- Expert level use of web based research and social media platforms
- Ability to maintain and organize current resources
- Excellent telephone, verbal and written communication skills including the ability to proofread
- Sales & Marketing skills including the ability to network, meet & greet professionals, and engage the public
- Ability to record and maintain client contact information with accuracy and confidentiality
- Professional dress, speech, and demeanor
- Associate Degree preferred
- Prior Staffing, Recruiting or HR experience desirable

ESSENTIAL DUTIES AND RESPONSIBILITIES

Student Career Preparation

- Engage and partner with students from enrollment to employment with activities such as: mock interviews, career development counseling, professional workshops, resume writing, and general workforce preparation.
- Partner with students and employers to address and resolve placement challenges and to determine and evaluate career interests and desires.

- Search all job sources regularly to compile weekly job leads for each individual program offered at ACC, and distribute and follow-up with these leads to all students and graduates.
- Maintain and record contact with graduates using a variety of approved methods.
- As needed, assist in-school students in finding part-time employment.

Employment and Employer Development

- Build new strategic relationships and maintain positive working relationships with employers to secure placement and referral opportunities.
- Conduct employer outreach and site visits to communicate the campus features, program information, and staffing benefits to employers in order to develop new job leads.
- Recommend and encourage employer's attendance at on-campus job fairs, workshops, Advisory Board meetings and classroom presentations
- Participate in recruiting and networking events.

Campus & Administrative Contribution

- Assist Career Services Director in several initiatives, including feasibility studies, specialty reporting, and ensuring school compliance with campus, state, and accreditation, standards relating to career placement.
- Maintain accurate graduate and alumni database with proper placement documentation.
- Timely completion and submission of all required reports.
- Assist in preparation for and participate in both daytime and evening Career Marketing classes.