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# Example of Adviser Job Description

Our company is growing rapidly and is hiring for an adviser. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for adviser

* Ensure that management teams are appropriately updated on new employment legislation
* Identify short, medium and long term resourcing issues
* Provide professional advice and guidance on employability and careers advice to internal and external customers that will have institute wide impacts, using judgement and creativity and knowledge and understanding of DLHE statistics to suggest the most appropriate course of action where appropriate, and ensuring complex and conceptual employability activities are understood
* Take responsibility for resolving issues independently within advice and guidance where they fall within set role objectives
* Investigate and analyse specific issues within careers advice and guidance, creating recommendation reports, supported by developments within employability and careers advice
* Ensure that the provision of advice and guidance is delivered to the institution, proactively changing the delivery according to customer requirements
* Create and contribute to specific working groups from colleagues across the University to achieve Careers & Employability objectives
* Develop and deliver training involving careers advice and guidance
* Undertake a variety of administrative duties to support the departments
* Instruct and guide other employees across the University about the value of employability activities and about ways to communicate employability in the curriculum

## Qualifications for adviser

* Deliver student facing activities in a variety of formats each week including tailored careers presentations and sessions in a variety of academic Schools, group sessions, tutorials, career lounges, drop in sessions, CV clinics, overseen by the Business Partner
* Conduct in-depth careers guidance consultations, quick enquiry and drop in appointments, telephone interviews and e-guidance with a caseload of undergraduates and postgraduates in academic Schools, across one College
* Research and write careers literature and to build up and maintain an expert knowledge of graduate career opportunities and work experience placements for students
* Promote Careers & Employability to key stakeholders through selected media including social media, web-based information services and through attendance at careers fairs and School/College events such as Open days using innovative ways of working such as LinkedIn and Skype
* Provide professional advice and guidance on recruitment processes and procedures to internal and external customers
* Contribute to annual DLHE survey and other cross service Careers & Employability activities