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# Example of Career Services Job Description

Our growing company is searching for experienced candidates for the position of career services. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for career services

* Manage daily operations of the career center, and enhances and streamlines current internship administration, processes, and advising protocols, in addition to developing and implementing new experiential programs
* Collaborate with AVP to create the framework and structure for creation of a new career advising and education model across multiple industry areas with a portfolio that will include undergraduate, graduate, and online students and alumni from Berklee and Boston Conservatory at Berklee
* Work with academic departments, the Berklee Institute for Creative Entrepreneurship and Learning Resources team to schedule and produce programs on campus that include workshops, clinics, auditions, recruiting events and career fairs
* Provide direction, guidance and supervision of staff in the functional areas of student advising, employer relations, event programming, trends and training
* Advise on curriculum relating to career education and liaise with chairs and faculty on a regular basis to program, evaluate and assess
* Work with AVP and the Institutional Assessment team to develop and maintain a comprehensive assessment and evaluation strategy
* Serve on and lead committees and task force groups to design, implement and evaluate programs
* Provide direct advice and career coaching to students in relation to career plans, career connections and job search needs
* Work closely with Alumni Affairs team to provide services to alumni and develop mentoring strategies for students
* Collaborate with the International Career Center and Berklee Center in Los Angeles on events, programming and career education initiatives

## Qualifications for career services

* 4+ years of relevant working experience in procurement or a significant category under Professional services
* Potential and willingness to develop further into a business position
* Has the ability to analyse statistics and spot trends
* Innovative, curious, and be able to challenge long-standing paradigms of career services
* Demonstrated ability to form and fully leverage cross-functional teams of colleagues and academic/administrative leaders to develop policies and coordinate programming
* Proven ability to work with a high level of independence in an agile environment, prioritize assignments and manage time and ambiguity effectively