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# Example of Program Advisor Job Description

Our growing company is looking to fill the role of program advisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for program advisor

* Track and report talent data analytics
* Design and produce recruitment advertisements, job postings and external Recruiting correspondence
* Determine creative direction for the Financial Advisor careers website, recruiting collateral, presentations, media plans and recruiting resource materials to ensure the content is aligned with the recruiting mission outlined by the Director of Recruiting and the Executive Leadership Team
* Provide principal approval on Advisor job postings and recruitment advertising and maintain record for FINRA reporting and recordkeeping purposes
* Assist in developing key messaging, target audience and enterprise-wide recruiting strategies including recruitment plans and programs
* Assist in managing and reporting recruiting budgets and expenditures
* Develop business with external sourcing partners to promote the Financial Advisor career to the veteran talent pool
* Develop and maintain relationships with military-focused organizations to increase candidate hires from veteran talent pools
* Manage key programs central to the success in achieving the company’s recruiting and retention goals
* Serve as liaison between marketing, IT and social media teams to ensure highest levels of effectiveness with recruiting, licensing and training operations, materials and collateral

## Qualifications for program advisor

* Proficient in Microsoft Office (Outlook & Excel)
* Experience working within an autonomous environment/role (good problem-solving and decision-making skills
* Knowledge of pharmaceutical industry products, trends, and processes
* Review and assess the effectiveness of sales assessments to ensure their adequacy in the selection process
* Provide back-up to recruiters as needed
* Required 5+ years of Military, Financial Services or Marketing Experience & 3+ years of Recruiting and/or HRIS Experience