



Example of Advisor, Program Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is searching for experienced candidates for the position of advisor, program. 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 advisor, program

- Supporting strategic, targeted and actionable change plans through the development of core messaging, tactics and implementation to enhance employee understanding, improve customer retention and mitigate risks associated with complex change
- Overseeing the development, planning and execution of urgent customer and employee messaging, as required, to communicate changes, project initiatives, encourage information sharing and support other communication needs
- Building TPS industry profile through the expansion of the group's thought leadership program, including content publishing, and continued commitment to quarterly client events
- Participating in the development and execution of an integrated marketing strategy in partnership with Corporate Marketing, including the ongoing development of our external marketing presence and conference strategy
- Management of TPS Client Advisory Council, including program design, customer engagement, agenda planning and meeting preparation
- Maintaining the BMO standard for writing, style, voice, and look-and-feel, in collaboration with BMO Corporate Marketing for all external communications
- Coordinating retention activities including student mentor programs, tutor services, personal counseling, and study skills workshops
- Collaborating with the SHAC, Career Services, and Africana Studies to create workshops and lectures for our students

day, and our Winter Roots Ceremony

- Planning, developing and overseeing community outreach activities for underrepresented student populations

Qualifications for advisor, program

- In-depth knowledge and understanding of current Recruiting methods, techniques, and practices, especially in the use of internet recruiting resources and field recruiting techniques
- In-depth knowledge and understanding of current Training methods, techniques, and practices
- Proficient in utilizing e-contact systems such as Peer360 and other similar tools
- Proficient in utilizing major and specialized job boards, , Indeed, LinkedIn, Monster and Careerbuilder
- 3+ years of hands on coding experience with Java, C++ or C#, Perl, Android or iOS
- Graduation from college and two (2) years of related experience