



Example of Career Services Advisor Job Description

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Our growing company is looking for a career services advisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for career services advisor

- Conduct active learning presentations for new and continuing students to provide information regarding professionalism, the employment process, and employment trends
- Actively support achievement of department goals to include employment of students in job positions in their career field of study at salaries that meet or exceed the fair market value
- Contribute to the development of local HR strategies, policies and initiatives to promote the effective utilisation, development and engagement of employees
- Ensure changes to individual terms and conditions are implemented in line with company policy and legislation
- Provide advice and confliction resolutions to line management & employees, whilst maintaining a trustful and professional collaboration
- Support the local and regional organisation with the annual pay review and bonus scheme administration
- Liaise and coordinate third party providers in the provision of insurances, benefits, pensions and payroll, including the monthly checking and authorisation of the outsourced payroll
- Support and advise line management regarding succession planning and departmental resourcing including coordination of all aspects of internal and external recruitment
- Coordinates annual career fairs

Qualifications for career services advisor

- CIPD Certification or post graduate diploma in HRM would be desirable
- Experience within the Chemical / Oil & Gas Industry would be advantageous
- Willness to travel up to 10-15%, primarily to support our sites in Aberdeen and Dublin
- Fluency in English (written & verbal communication) with solid numeracy and computer literacy skills
- Bachelor's degree in Counseling, Information Technology or Business supplemented by five (5) years of progressively responsible experience in student/career services in higher education, or an equivalent combination of training and experience is required
- Demonstrated track record of successful management and leadership