# Job Title: Career Services Advisor

**Department: Career Services**

**Reports to: Campus Director and Regional Director of Career Services**

**Classification: FT Exempt**  **FT Hourly**  **PT Hourly**

**Summary:** In relation to contributing to Carrington College’s mission and goals, under the direct supervision of the

Campus Director and the Regional Career Services Director, the Career Services Advisor, provides numerous services that assist students and graduates in obtaining employment. The three major functions of Career Services are Employment, Externship or Certification Track, and Career Services Skill Development while serving both employers, students, and employers. Advisors work with students before graduation to prepare them for practical application of their skills and entering the job market. Sales standards and metric goals are set for every function of the Career Services role to achieve employment start outcomes through our activity-based management system.

**Essential Duties and Responsibilities:**

**EMPLOYMENT:**

* Conducts employer and job development sales activities such as employer calls and site visits.
* Meets and exceeds daily, weekly, and modular activity goals to achieve modular employment start goal.
* Maintains relationships with students and graduates to ensure appropriate interaction with employers.
* Attends business functions, trade shows, and professional organizations’ meetings for networking and employer development.

**EXTERNSHIP & CERTIFICATION TRACKING:**

* Contacts potential sites for the development of new student externship opportunities.
* Coordinates and supervises the externship process and provides midterm review to increase extern to hire opportunity.
* Administers all externship presentations
* Supports the monitoring of attendance and performance of the student on externship
* Monitors graduates as they complete licensure to maintain connections and provide support to gain employment.

**CAREER SERVICES SKILL DEVELOPMENT:**

* Provides support to help students prepare resumes, employment search strategies, and interview techniques.
* Partners with students in job search strategies and coaching that leads to employability.
* Conducts career skill workshops on a variety of career topics like resume, interviewing, professionalism and more

**OPERATIONAL:**

* Adheres to all compliance and performance standards as it relates to employment start confirmations, metric activities, and student interaction documentation
* Maintains timely and accurate documentation of physical and electronic records.
* Supports campus goals and initiatives by supporting activities, events, and graduation ceremonies.
* Performs other duties as assigned

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Associate or bachelor’s degree preferred. Preferred three years of job development, career services, agency recruiting experience. Required degree(s) must be from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided.

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to students, employees, and clients.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to interpret bar graphs.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office, Word, Excel, Access, and Outlook, and master proprietary software used to maintain student records.

**Physical Demands:**  The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move 10 pounds, frequently lift and/or move up to 25 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.