



Position Description

Position Details

Business Entity	Kaplan Business School	Department	Careers/Student Experience
Job Title	Careers Advisor	Location	Melbourne
Reports To	National Careers Manager	Direct Reports	0

Overall Purpose

The Careers Advisor is responsible for leading all aspects of the careers service for their respective campus. This includes, but is not limited to, facilitating the placement of students into work experience opportunities, developing and maintaining strong relationships with current and prospective employers, and the management and delivery of all careers related content, resources, events and workshops.

Key Responsibilities

Careers Services

- Develop and maintain a careers services framework and strategy to service the needs of KBS students
This includes:
 - Mentor, coach and support students to achieve their career goals through 1-on-1 career consultations and personalised job readiness skills training
 - Provide expert advice and insight regarding local recruitment practices and job market trends
 - Actively engage with students through ongoing and frequent careers interactions
 - Source and promote new careers opportunities, jobs, events and careers updates to students using a variety of communication channels including email campaigns, student newsletters, online careers portals, LinkedIn, campus notice boards and in-class presentations
 - Broker relationships between students, local industry contacts and external stakeholders.
- Placement of students into work experience opportunities and Academic Internships
 - End-to-end management and facilitation of the sourcing, shortlisting, referral and placement of students into work experience opportunities with host companies
 - Active partnership development and account management of all corporate relationships and host company contacts.
- Tracking, monitoring and reporting of student careers activity, testimonies and uptake of services, through timely administration management of systems and student data records.
- Develop and maintain career related information (i.e. for marketing and website) as required including the development of promotional material, where necessary, which reflects the needs of the department.
- Have a good understanding of and implement relevant legislative requirements regarding student employment and work placements.
- Completion of general and ADHOC administration tasks as required.



Careers Events & Workshops

- Develop an engaging schedule of on campus careers events and workshops. This includes the planning, promotion and delivery of all events.
- Seek out partnerships with external event providers and facilitate promotion of external career enrichment events and activities to students.
- Actively participate and attend external career events, mentoring and supporting students in their networking activities and introductions to industry contacts.

Relationship Management

- Drive the development of new work experience host partnerships, industry and community contacts as well as campus corporate relationships that are necessary to provide career outcomes to students.
- Professionally represent Kaplan Business School at industry events, external corporate engagements and community events.
- Partnership management of key career services providers, community organisations, industry bodies, guest speakers, trainers and workshop facilitators, that assist delivery of career services and opportunities for students.
- Work collaboratively with internal stakeholders to deliver a positive and holistic student experience.
- Build and maintain an active employer base.
- Regularly maintain corporate relationships interactions on the CRM database and ensure all student records are updated on a daily basis.

Contribute to a supportive, positive and safe workplace

- Compliance with all company policies and procedures including WHS legislation requirements
- Ensure as far as is practicable that the workplace, under your control, is safe and without risks to health
- Being a productive member of the Kaplan team by displaying the Company values through your day to day role
- Adherence to Company Policy and Procedure

Qualifications and Skills

Essential

- Previous experience working within a dynamic client facing environment developing and maintaining networks with industry partners and external stakeholders, which could include recruitment, career services, sales, business development, student experience or corporate relations
- Excellent relationship management skills with the proven ability to broker and nurture positive outcomes and experiences.
- Previous experience delivering and facilitating events, guest speaker discussions and workshops
- Well-developed interpersonal and communication skills combined, with excellent written and oral presentation skills.
- A self-motivated and innovative mindset to bring exciting new opportunities and ideas into the school.
- Ability to work under pressure, often autonomously and to prioritise work effectively without supervision.
- Positive and supportive communication style with experience across a variety of key stakeholders.
- Relevant Tertiary qualifications.



Position Description

Employee Signature _____

Date _____

Manager Signature _____

Date _____