



# Position Description

## Position Details

<b>Business Entity</b>	Kaplan Business School	<b>Department</b>	Student Experience
<b>Job Title</b>	Careers Officer	<b>Location</b>	Brisbane
<b>Reports To</b>	National Careers Manager	<b>Direct Reports</b>	0

## Overall Purpose

The Careers Officer is responsible for facilitating the placement of students into employment suitable to their experience, qualification and proposed career path, developing and maintaining strong relationships with current and prospective industry employers and managing careers related content, resources and events on the relevant campus.

## Key Responsibilities

### Career Services

- Develop and maintain a careers services framework and strategy to service the needs of KBS students and stakeholders
- Actively market KBS Jobs and Careers services to students using a variety of mediums
- Tracking, monitoring and reporting of uptake and use of services, including satisfaction survey management
- Actively promote the KBS Careers Services at Orientation and Graduation ceremonies
- Develop promotional material, where necessary, which reflects the needs of the department
- Develop, organise, promote and run careers events to target appropriate student and employer groups
- Development and maintenance of career related information (i.e. for marketing and website) as required
- Develop and maintain administrative systems to ensure efficient operation and reporting
- Have a good understanding of and implement relevant legislative requirements regarding student employment and work placement
- Maintain relevant Job Boards
- Completion of general and AD HOC administration tasks as required

### Placement of students

- Conduct workshops, information sessions and consultation sessions to provide students with employment search and interview skills
- Coach and provide advice to students regarding careers processes to ensure suitable employment outcomes
- Actively seek and manage placement of students with employers and/or via recruitment firms
- Assist in coordination and development of internship and work placement programs
- Facilitate the placement of students into employment suitable to their experience, qualification and proposed career path



## **Business Development and Relationship Management**

- Establish and maintain internal, industry and community contacts necessary to provide careers services and assess market trends impacting placement outcomes
- Partnership management with key career services providers, community organisations and industry bodies
- Actively seek, market and maintain strong relationships with current and prospective industry employers
- Work collaboratively across with internal stakeholders to build relationships and facilitate network building
- Interview current students and graduates (Alumni) for the purpose of registering for employment and professional development opportunities
- Build and maintain an active employer base
- Regularly maintain student progress on the CRM database and ensure all student records are filed and 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**

- Proven ability to develop and maintain networks with industry partners
- Excellent relationship management skills
- Well-developed interpersonal and communication skills
- Excellent written and oral presentation skills
- Initiative and highly motivated
- Superior negotiation skills
- Ability to work under pressure & to prioritise work effectively
- Relevant Tertiary qualifications
- Previous experience or knowledge in Recruitment
- Minimum of 12 month's experience in a similar role

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_