

Job Title: Career Services Advisor

Req. #: 23155BR

Division: Kaplan Higher Education Campus

State: Pennsylvania

City: Philadelphia

Full Time/Part Time: Full-Time

For more information or to apply, go to: <https://www.kaplancareerinstitute.com/philadelphia-pa/>

Job Description:

Position yourself at the forefront of the education revolution.

- Are you interested in helping to make a long-term impact on the future of students and their families?
- Are you an individual who embraces taking on significant ownership and responsibility from the day you begin a new job?
- Are you looking for a role where the demands are high but so is the job satisfaction?

If you answered Yes! to the above, then Kaplan Higher Education Campuses is the place for you.

Kaplan Career Institute in Philadelphia is looking for a Career Services Advisor to join our team. The Career Services Advisor supports all aspects of Career Services including:

Career Preparation

- Engage and actively partner with students from enrollment to employment with activities such as: mock interviews, professional workshops, resume writing, and workforce preparation.
- Partner with students and employers to address and resolve placement and externship challenges and opportunities.
- Partner with students, alumni and employers to schedule employment interviews.
- Conduct follow up activities with students and employers regarding resume submissions and interviews and conduct graduate exit interview to determine and evaluate job interests.
- As needed, assist in-school students in finding part-time employment.

Employment Development

- Build new strategic relationships and maintain positive working relationships with employers to secure externship, placement and referral opportunities.
- Conduct employer outreach and site visits to communicate the campus features, program information, and staffing benefits to employers in order to develop new job leads.
- Recommend and encourage employer's attendance at on-campus job fairs, workshops, Advisory Board meetings and classroom presentations.
- Participate in recruiting and networking events.

Campus Contribution

- Keep current on campus programs and continually seek to improve level of campus and company product knowledge.
- Participate in Career Services accountability meetings and report placement and job development outcomes.
- Input all activity into database management system in a timely and accurate manner.
- Provide excellent internal and external customer service.
- Partner and collaborate with other departments in support of campus and company goals.
- Assist with and participate in on-campus events including: orientation, job fairs, workshops, open houses, employer panels and commencement ceremonies.

Requirements:

- Associate's Degree required; Bachelor's Degree strongly recommended
- At least one year related experience (placement office, staffing agency, or other related recruiting or sales experience)
- Previous experience in staffing is strongly preferred
- Adept in Microsoft Office
- Excellent communication and interpersonal skills
- Ability to provide exemplary customer service with a wide variety of individuals who possess varying educational backgrounds and life experiences
- Superior time management skills, including ability to multi-task and meet deadlines
- Mature, self-driven, results oriented individual who is willing and able to take direction
- Must have a desire to help others, be enthusiastic and outgoing
- Must possess a positive attitude, professional demeanor and embrace innovation and change
- Must be able to work some evenings and weekends
- Experience with CampusVue or other higher education database management system preferred