

ITT Technical Institute Career Services Specialist

Tracking Code:	2012-10665	# Positions:	1
Location:	US-NM-Albuquerque	Minimum Experience (Yrs.):	1
Category:	Career Services		

Responsibilities

- Develops and implements marketing plans to achieve graduation employment goals.
- Successfully completes ITT/ESI's skills training programs and maintains certification.
- Builds effective relationships with local and regional corporations, non-profit and government organizations and community partners to identify employment opportunities and to promote the school's qualified students, graduates and alumni.
- Conducts professional presentations to employers regarding hiring relationships as dictated by company standards.
- Assists students and graduates in securing employment in their field of training.
- Provides career coaching, including seminars and workshops on interviewing techniques and other job search skills training to students and alumni.
- Ensures the up-to-date maintenance of the Career Services database, documentation, reports and students records in accordance with company policies, government regulations and accreditation standards.
- Participates in public relation activities promoting ITT Technical Institute.
- May serve as a member of the school's Advisory Committee.

Requirements

- Bachelor's degree in social science, discipline, human resources, business, marketing or a related area preferred.
- At least 6 months to 1 year of experience in executive search, employment staffing, career services, out placement services or sales experience in the corporate sector.
- Excellent communication skills along with a helpful disposition necessary to deal effectively and courteously with internal and external contacts.
- Past history of developing constructive and cooperative working relationships with others and maintaining them over time.
- Proficient in utilizing a personal computer and Microsoft Office.
- Ability to multi-task and handle a high pressure environment with timeline pressures.
- Experience in organizing, writing and presenting reports and presentations.

At ITT Technical Institute, we are experiencing terrific growth and offer robust career development and advancement potential! We offer a competitive salary, 401(k), group medical (including a Health Savings Account option), dental and vision coverage, flexible spending accounts, a tuition discount program of more than 50% for you and your immediate family members, and employee tuition reimbursement, just to name a few.

Visit us at <http://careers-itt-tech.icims.com> to learn more about us and apply online.

Direct link: <https://careers-itt-tech.icims.com/jobs/10665/job?&sn=Indeed&?mode=apply&iis=Indeed&iisn=Indeed>

Daniel B. Grassham

Career Services Specialist

ITT Technical Institute

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