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CLASS SPECIFICATION

CAREER DEVELOPMENT ADVISOR

NATURE AND SCOPE OF WORK

This is varied career development and services work in the Career Development Centre (CDC) which is a centralized office with decentralized delivery. Career development advisors may be assigned specific portfolios of areas of study but will be required to have full knowledge of all areas of study to ensure proper coverage when necessary. The incumbent will support prospective students, current students and alumni on a one-on-one or group basis assisting them with career exploration, career planning, job search strategies, resume and cover letter construction and all other career development services. Duties include identifying career opportunities; promoting students and alumni for those opportunities through events, activities and materials; developing and maintaining a relationship with staff, faculty, employers and students; maintaining a library of industry information and materials; and liaising with both internal stakeholders and potential employers. This position also creates and conducts presentations and workshops. An incumbent reports to the Manager, CDC and may take direction from the CDC Supervisor.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Conducts one-on-one career advising sessions with students developing career planning, career exploration, job-search and networking strategies, critiquing resumes and cover letters, providing mock interview sessions, and referring students to relevant resources.
- Advises students and alumni on services, available experiential learning or job opportunities and helps them acquire these opportunities appropriate to their goals.
- Assists with design and presentation of workshops on various career development topics and conducts classroom presentations and workshops covering a range of career development topics upon request of instructors.
- Creates and curates career-related materials based on current best practices and industry trends.

- Assists in the coordination, marketing, recruiting and implementation of career-related events either on or off-campus.
- Responds to student, staff, faculty and employer leads and inquiries relating to recruitment and relationship building.
- Develops and maintains relationships with major employers in the Lower Mainland in order to promote students and graduates of Capilano University.
- Organizes employers' on-campus interviews, assists in pre-screening of applicants, compiles resumes for employers, hosts visits and schedules career interviews.
- Keeps up to date with employment trends, salary trends, latest hiring practices and the labour market through news articles, magazines, statistics and other reliable mediums.
- Provides input and feedback during department meetings regarding programmatic ideas or students' needs and requests for services and programs.
- Provides suggestions and ideas on the strategic direction of the CDC to the Manager.
- Recruits, trains and supervises student career ambassadors.
- Assists in promoting the services and increasing the profile of the CDC throughout the University and to external stakeholders.
- Escalates concerns and sensitive issues concerning students, alumni, faculty and employers immediately to the Manager.
- Maintains consistent and frequent communication with all team members sharing best practices, new resources, students' and employers' concerns and feedback.
- Develops and maintains relationships with faculty in order to promote communications with students and integrate career development into curriculum.
- Plans and organizes special events, with the assistance of CDC staff, students and faculty designed to highlight and promote current students and graduates.
- Maintains a library of industry information and materials on and off-line.
- Prepares, maintains and collects data for records, reports, surveys, departmental and government statistics, and departmental files; creates and maintains a number of databases.
- Promotes the liaison service internally and externally.

- Composes correspondence; prepares posters, brochures, other promotional materials, documentation, forms, student/employer handbooks and web page content.
- Attends departmental meetings as scheduled.
- Provides coverage for other CDC staff during their absence.
- Tracks student visits, classroom presentations to promote the CDC and class presentation/workshop requests from instructors
- Ensures students complete post-appointment and post-workshop surveys to collect metrics for continuous improvement.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S., Earthquake).
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of the local business community, market and salary trends, career opportunities and hiring practices.
- Thorough knowledge of career development strategies and practices.
- Thorough knowledge of University programs.
- Thorough knowledge of business English, spelling and arithmetic.
- Considerable knowledge of word processing, database, web posting and spreadsheet applications
- Working knowledge of e-mail and internet use.
- Working knowledge of modern office practices and procedures.
- Ability to represent the University in the local business community and to promote University programs, graduates and students
- Ability to interview students and employers.
- Ability to assist students with resume preparation and career search skills.
- Ability to understand and follow complex oral and written instructions, and communicate information effectively, both orally and in writing.

- Ability to establish and maintain effective working relationships with other employees, students, community and business groups and the general public.
- Ability to maintain confidentiality and to exercise tact, diplomacy and sensitivity when dealing with students, employers, other employees, business groups and the general public.
- Ability to problem solve, organize, prioritize, and meet deadlines in a fast-paced ever changing environment
- Ability to adapt to changing situations with ease.
- Ability to assist in assembling and organizing information obtained from a variety of sources.
- Ability to act with independence of judgement and a minimum of supervision.
- Ability to work occasional evenings and attend events and/or meetings off-campus.

REQUIRED TRAINING AND EXPERIENCE

- Bachelor's degree in business, communications, or a related field.
- Three years of experience in career services or human resources, experience must include advising students on career planning and have extensive presentation and group facilitation skills, preferably in a post-secondary environment.

REQUIRED CERTIFICATES, LICENCES AND REGISTRATIONS

Valid Class 5 B.C. Driver's Licence

Certified Career Development Practitioner (CCDP) an asset.