



CAREER SERVICES ADVISOR

For more than 60 years, Oulton College has been one of the leading post-secondary institutions in Atlantic Canada – built on a tradition of relevance and excellence. It is a place for innovators, status quo-disrupters, and those looking to make a difference in our community and the world.

We are actively seeking to grow our team for the position of **Career Services Advisor**. This position is for candidates who seek a rewarding career in education and can get passionate about helping us fulfill our mission of preparing committed students for successful employment in a rewarding profession through high caliber training, real work experience and student-centered support.

The **Career Services Advisor** will come to us with proven experience in sales or customer service industry with impeccable communication and relationship building skills. They will be responsible for ensuring on the job training, preceptorships and clinical placements are arranged as per established timelines and will assist all graduates with obtaining meaningful employment. The Career Services Advisor will be someone who is highly organized, driven to meet and exceed targets and highly committed to student/graduate and employer satisfaction. They will be responsible for building strong relationships with all stakeholders including students, instructors and employers and will seek out opportunities to build and expand their network wherever possible.

The ideal candidate must:

- Have a college or post-secondary diploma in related field
- Previous experience in a target based environment
- Be a team player and have strong leadership and coaching skills
- Have excellent communication and public speaking skills
- Have strong relationship building/networking skills
- Positive attitude
- Adaptable to change
- Experience in career development and employment skills is an asset
- Be driven and tenacious
- Interest in the health sector considered an asset
- Bilingual will be considered a strong asset

Resumes, quoting competition number **CS-10-19** should be submitted to:

work@oultioncollege.com

Thank you for your interest; however, only candidates selected for an interview will be contacted.

www.oulttoncollege.com