

Manager (Career Advisor), Centre for Career Readiness
Singapore Institute of Technology

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Posted May 17, 2024, set to expire Sep. 16, 2024

Job Title Manager (Career Advisor), Centre for Career Readiness
Department Centre for Career Readiness
Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted May 17, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Student Affairs

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498677/manager-career-advisor-centre-for-career-readiness>

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Job Description

Manager (Career Advisor), Centre for Career Readiness

Job no: 498677

Department: Centre for Career Readiness

Contract type: Contract

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The Manager, Career Advisor will be responsible to help gradating students and students within the first year of graduation find employment. The candidate shall work directly with students and

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graduates, and collaborate with Career Coaches in Centre for Career Readiness and other stakeholders in SIT to help ensure the students and graduates are highly employable.

Key Responsibilities

- Work closely with Career Coaches to oversee all students from the graduating year and first year of graduation from the assigned programmes, and to track and report the employment status of all students in this group
- Actively facilitate job matching, job referrals and/or placement support for students/graduates to achieve placement for all students in this group
- Ensure placement and jobs opportunities data are updated and accurate for reporting
- Conduct one-to-one or group career coaching for all students in this group on career options and career strategies; ensure all students have suitable resume in place and conduct mock interviews
- Build strong partnerships with faculty and/or Overseas University partners to engage students in this group
- Work closely with Career Coaches to plan and organise career activities such as career talks, career-related events etc and to promote the activities to the students in this group
- Work with organisations to facilitate their talent management programmes and curate full-time employment opportunities for SIT students.
- Post and collate job applications for companies across programmes, track applications and follow-up with companies
- Any other duties as assigned by Associate Vice President, Centre for Career Readiness.

Job Requirements

- Bachelor degree in Engineering with at least 8 years of relevant work experience.
- Experience in career coaching of young adults would be advantageous.
- Passionate about helping students secure the right jobs for their needs and aspirations;

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experience with career coaching will be a plus.

- Excellent written and oral communication and interpersonal skills, with the ability to relate to both students and corporate leaders.
- Organised and mature, able to lead and motivate in a fast-paced environment.

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Advertised: 17 May 2024 Singapore Standard Time

Applications close: 30 Jun 2024 Singapore Standard Time

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Singapore