

Career Services Officer

CBD College has been providing quality education and training for over 32 years and is looking for a Full-time Career Services Officer. This is an outstanding opportunity for a service-oriented individual to help our students begin their journey toward their new careers.

SUMMARY:

As a Career Services Officer, you'll act as both mentor and counselor, teaching valuable professional development and life skills to our students and graduates. You'll develop and facilitate CBD Edge workshops, on-campus Career Fairs, and other activities to promote student success. You will coordinate with other Career Services team members to ensure job opportunities are proactively identified to meet the needs of both our current students and graduates. Most importantly, you will make a difference in lives of our students!

DUTIES:

The Career Services Officer is under the direct supervision of the Director of Career Services and shall be responsible for the following:

- Work closely with students, graduates, faculty and administration to ensure a high level of successful placement outcomes and to meet the overall CBD mission that every student will graduate career ready.
- Work with teammates to ensure students have externship sites identified prior to externship need, all paperwork is completed in a timely manner to meet accreditation standards, and students are placed based on skill sets and employer needs.
- Participate in the delivery of CBD Edge, our comprehensive career counseling program; develop programmatic curriculum, deliver in-class workshops, assist in the creation of an e-portfolio for each student and work with students to develop academic, career and personal/social skills, goals and plans.
- Assist in the planning and execution of Career Services events such as Job Fairs, Advisory Board Meetings, Interview Panels, Community and Chamber of Commerce mixers, On-Campus Guest Speaking events, etc.
- Document, consistently and accurately, all student and graduate contact, activities and outcomes into CBD's computerized case management system (Salesforce).
- Assist with the creation of alumni associations for each program, develop and facilitate a schedule for regular alumni meetings and events.
- Assist in the collection of employer feedback and graduate surveys.
- Demonstrate complete working knowledge of compliance with federal, state, and regulatory agency regulations and company policies at all times.
- Perform other job-related duties and responsibilities that will be assigned from time to time.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent presentation and communication abilities
- Ideal candidates will have a nurturing demeanor and be meticulous, detail-oriented, organized, and possess good time management skills

- Knowledge of Microsoft Office
- Knowledge of job application process, interview procedures, and resume writing
- Commitment to operate within a culture defined by a mission, vision and values.
- Uphold basic principles, demonstrate leadership, have the ability to develop lasting professional relationships, strive to improve productivity, strive to achieve customer satisfaction.

MINIMUM ENTRY REQUIREMENTS:

- High school diploma and at least two years of previous experience in Career Services, School Counseling, or Workforce Development preferred.

BENEFITS AND COMPENSATION:

- CBD College offers excellent benefits and highly competitive compensation.

CBD College is proud to be an equal opportunity employer and we seek candidates who desire to work in and serve an ethnically-diverse population.