

Careers & Experiential Learning Advisor

Job Description

Position overview

Department	Career Design
Location	Marble Quay, London / hybrid (3 days in the office)
Term	Permanent
Salary	£36,000 - £40,000
Benefits	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
Start	As soon as possible

Northeastern is a global, experiential, research university built on a tradition of engagement with the world. It supports its students to grow as innovative problem solvers through academic study, 1:1 mentoring, and world-leading experiential learning opportunities.

Northeastern University London (the University) is looking to appoint a Careers & Experiential Learning Advisor to deliver innovative careers and experiential learning advising to students in a variety of Northeastern programmes who are studying at the London campus. The role holder will work with Lead Careers and Experiential Learning advisor.

The ideal candidate will be motivated to support impactful careers and experiential opportunities and individual student success and outcomes. We are looking for someone who is passionate about building connections and energized by the opportunity to work in a growing team in a growing university campus.

About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021. The University

continues to grow further expanding its student cohort, courses, network and opportunities. students year on year, further expanding its courses, network and opportunities.

Person Specification	
Experience in advising students about careers and experiential learning opportunities in the UK and familiarity with the UK graduate market	E
Experience and Specialism in Business, Finance and/or Tech sector	E
Experience in advising students about careers in the US	D
Experience in advising students about academic mobility opportunities (e.g. study abroad programs)	D
Experience working with multicultural students at undergraduate/postgraduate level	D
Experience delivering events for students	E
Ability to multitask, adapt, and work effectively across teams in different time zones	E
Excellent planning and time management skills	E
Ability to work effectively with diverse technology platforms	E
Experience supporting students with graduate program applications, assessment and interview training	E
Experience working with partner organizations to help students network and to build the university experiential offering like COOPS (internships/work experience), impact challenges etc.	E
Understanding of various recruitment processes like Assessment centers, Mock interviews, video interviewing etc.	D

Duties and Responsibilities	
Establish, develop, nurture, and maintain learner relationships to provide exceptional career- and experiential learning-related support and guidance to students throughout the lifecycle of their journey as a Northeastern student.	
Contribute to career and professional development for our growing student population, including managing innovative career events, delivering seminars, hosting networking opportunities, and growing the signature career programming for the region.	
Facilitate and grow experiential learning, job placement, project, and other career-related opportunities across university programmes.	
Support the growth of project-based learning and Experiential Network (XN) by helping students access and participate in projects that align with both job market needs and their experiential learning goals.	
Develop, deliver, and support student orientations, services, and programs, employer/sponsor information sessions, and other tools and events; ensure students are aligned with and competitive for experiential learning and job opportunities.	
Support and promote opportunities (jobs, internships, research, projects, study abroad, etc.) to student populations.	

Manage and continually improve our processes and systems for tracking student career outcomes and key milestones across the career journey for students assigned in the caseload.	
Track, manage, and facilitate student interactions with career development events and experiential opportunities (including work placements) using university systems (Big interview, Handshake, etc.).	
Help with Alumni Career advising as and when required.	
Co - Own the Careers and experiential communications piece for students	
Liaise with Faculty to help students gain exposure to various experiential opportunities across the portfolio.	

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Application Process

Applications should be made via this [link](#) by **23:59** by **09 June 2024**. Please reference your application "**CELA0524**".

Participation in the equal opportunities section is encouraged, but voluntary.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.