



## **Manager, Career Services**

### **Mission**

The Assistant Manager/Manager, Career Services is responsible for the development, and implementation of a comprehensive career services program for the Masters Programs at ESSEC Business School, Asia Pacific.

ESSEC Business School, Asia Pacific Career Services Department supports learning through a comprehensive career services program encompassing the following areas: employer development, career counselling, job search skills (resume and cover letter writing, interviewing skills, negotiation skills, etc.), graduate school counselling and information, internship assistance, and other areas related to career success. These services are provided to current students. Liaising/coordinating/collaborating with counterparts of other entities of the Groupe, in this case mainly, but not limited to, Cergy's Career Services department and alumni association.

### **Reporting to :**

Head, Career Services, Alumni and Corporate Relations

### **Duties and responsibilities :**

- Develop and implement a strategic plan in close collaboration with the Head, Career Services, Alumni and Corporate Relations
- Assist with departmental recruiting activities for Master Programs, excluding MBA.
- Develop professional relationships with students, faculty, staff, alumni and industry professionals
- Provide direction, programming, and goals that strategically integrate all aspects of career development, career exploration, internships, job placement and career planning.
- Work closely with Internal and External stakeholders ensuring communication on all activities of Master Programs students
- Work in collaboration with Program Directors, faculty to ensure career activities are aligned
- Conduct targeted employer outreach for Master programs
- Develop and maintain employer relations and serves as a contact for industry partners and prospective employers.
- Maintain employer database for internships and full- and part-time positions.
- Plan and implement events to facilitate student interactions with employers and industry professionals.
- Perform administrative duties related to Masters Programs, excluding MBA. Duties include: Keeping records and creating entries of professional contacts in database, coordinating room bookings, managing the reimbursements and expenses claims, sourcing of trainers/vendors, etc.

#### **ESSEC Business School, Asia-Pacific**

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Committee for Private Education (CPE) is part of SkillsFuture Singapore (SSG)

#### **Groupe ESSEC (Association Loi 1901)**

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### **Career Counselling and Coaching – Master Programs Students**

- Provide career counselling services to students seeking internship opportunities or permanent employment

### **Events Management**

- Manage operations and logistics for one major career event per year (networking event or career fair)

*This is a non-exhaustive list of duties and can evolve with time*

### **Position Requirements / People Specifications**

1. Possess at least a Bachelor's degree qualification from a recognised University.
2. Proven work experience of at least 3 years or more in a similar capacity in providing career services/ career counselling support in a higher education sector.
3. Proficient in handling and managing communication effectively with different stakeholders in an international work environment.
4. Excellent interpersonal skills with good command in Spoken and Written English language.
5. Possess a growth mindset and has the agility to be adaptable and resilient.
6. Resourceful and Collaborative.
7. Excellent time-management.

### **Application Process**

Interested applicants are required to submit a cover letter with updated resume to HR at email [toh@essec.edu](mailto:toh@essec.edu)

We regret that we will only be contacting the shortlisted candidates.