

Job Description

Title / Department	Associate / Director of Career Services, Alumni and Corporate Relations
Reporting Line Manager	Deputy Dean, ESSEC Asia Pacific (APAC)
Position Type	Permanent
Full time/ Part time	Full time

Career Services and Alumni's Mission in ESSEC APAC

ESSEC Bachelors and Masters programs are highly reputed and are ranked among the top 10 worldwide across FT, The Economist, QS, and regional rankings. The Career Services, Alumni and Corporate Relations department is instrumental in preparing ESSEC students for career transition and the ESSEC Alumni continues to play an active role in engaging and expanding its network of alumni community within the APAC region. The department head role is a highly impactful and challenging opportunity in a highly diverse and international environment.

Position Objective

The Associate / Director of Career Services, Alumni, and Corporate Relations is responsible for the development, implementation, and management of a comprehensive career services program for ESSEC Business School Asia Pacific. He/She also serves as a liaison between ESSEC, the academic directors and faculty, students and participants, alumni, and corporate partners. .

This department supports learning through a comprehensive career services, alumni, and corporate relations program encompassing, but not limited to, the following areas:

- (a) corporate engagement,
- (b) career counselling,
- (c) job search skills (resume and cover letter writing, interviewing skills, negotiation skills, etc),
- (d) graduate school counselling and information,
- (e) internship assistance, and other areas related to career success.

The department also organizes industry guest speakers, company visits, supports program study trips, organizes coaching and mentorship programmes, as well as other activities for students, participants, and alumni. The department also coordinates and collaborates with counterparts in other campuses of ESSEC Group to effectively carry out its objectives.

Main Responsibilities and Duties

1. Management

- a) Develop and implement a strategic plan in close collaboration with the Deputy Dean.
- b) Manage the Career Services Team and all activities of the department.
- c) Develop professional relationships with students, participants, faculty, staff, alumni and industry professionals.

Job Description

- d) Provide direction, programming, and goals that strategically integrate all aspects of career development, career exploration, internships and career planning.
- e) Work closely with internal and external stakeholders ensuring communication on all activities.

2. Career Counselling and Coaching

- a) Provide career counselling services to students seeking employment (internships, PT/FT as the case may be).
- b) Provide one-on-one coaching , workshops, and seminars about strategies for job search including self-assessments, exploration, decision-making, job search skills and self-directed job search strategies for students and alumni.
- c) Develop and manage an extensive program of career related workshops across all programmes.

3. Industry, Alumni and Corporate Relations

- a) Work in collaboration with Program Directors, faculty and alumni to develop new leads for engagement with industry connections for various activities noted above
- b) Conduct targeted employer outreach by program (BBA, Masters, MBA, etc)
- c) Develop and maintain employer relations and serve as a contact for industry partners and prospective employers.
- d) Maintain employers database for internships and full- and part-time positions in the APAC region.
- e) Plan and implement events to facilitate student and alumni interactions with employers and industry professionals.
- f) Responsible for creation and development of alumni relations initiatives and corporate outreach programs.
- g) Develop long-term strategic partnerships with key partners that will result in funding (chairs, projects, facilities), repeat deep engagement, academic research.

4. Marketing Support

- a) Provide recruitment and retention career related webinars
- b) Participate in admissions interviews
- c) Contribute to the branding and visibility of ESSEC Business school via career related articles, social media posts, and other materials

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

Position Requirements / People Specifications

1. Knowledge and Professional Experience

- a) Bachelor's or Master's degree from a recognized University with years of relevant experience providing career services and/or job coaching to students/experienced professionals at the university or tertiary level.
- b) Knowledge of current trends, best practices, and evolutions in job market, job search processes, and employer needs for pre- and post-experience program and participants
- c) Culturally sensitive and possess exceptional interpersonal skills when interacting with all stakeholders (students, participants, colleagues, alumni, corporate partners) from a wide range of cultural and professional backgrounds.
- d) Possess leadership experience in managing a team and have the ability to coach and engage experienced level managers.

Job Description

2. Skills and Attributes

- a) Demonstrated ability to think strategically
- b) Collaborative and possess a growth mindset
- c) Tenacity and resilience of managing work challenges under uncertainty
- d) Responsible, accountable and ethical
- e) Analytical skills, inferring trends from data
- f) Proactive problem solving
- g) Proficient in using social media platforms.

Key Working Relationships and Contacts

Internal Stakeholders – The job incumbent will work in close collaboration with Deputy Dean and COO, students /participants, academic directors, department heads including as may be needed any member in their team, Career Services, Alumni and Corporate Relations counterparts in France and Moroccan campuses

External Stakeholders – The alumni chapter Board in Singapore, Alumni Chapter presidents in the region, relevant organisations locally and overseas across all sectors and industries.

Working Environment and Pace

The job incumbent will need to work independently in a dynamic work environment. Some level of flexibility and agility is required. Occasional overseas business travels are required.

Terms of Employment

Working days are from Mondays to Fridays.
Working timings: 8am to 5pm or 9am to 6pm.
Occasionally, it may be necessary to work beyond the normal working hours due to the level of responsibility.

Application Process

Please submit a cover letter with updated resume to Human Capital Department at email address toh@essec.edu

We regret that only shortlisted candidates will be contacted first.