



## **Director of Career Centre M/F**

Headway People is a leading direct sourcing specialist recruiting exclusively for the higher education, research and training sectors. ESSCA has engaged our services for the recruitment of an outstanding individual for the position of:

### **Director of Career Centre M/F**

As part of the Student Experience Department, the Director of Career Centre will lead and inspire the School's Career Centre office to provide sophisticated career development advice, resources and opportunities.

As a global expert in career development, he or she will oversee the design and roll-out of world-class career development programmes for Undergrad, Bachelors and Masters students (BiM, MiM, Ms, Msc) split across campuses (France and international) and build offline and online curriculum as part of our digital campus expertise.

He or she will create networking opportunities to students, devise a sophisticated business development strategy, track career placement results and conduct benchmarking and market trend analyses.

He or she will ensure that the school meets employment targets for students 3 months post-graduation following international standards.

This role will undertake both a strategic and operational role in the following areas.

#### **1. Career development and career curriculum:**

- In collaboration with the Student Experience Director, create, collaborate, and execute a strategic vision for the role of the Career Center, including development and implementation of long-term strategic plans, short-term operational plans and the determination of strategic priorities, including budgets, services, technology/other equipment
- Define and implement structured and adapted career curriculum programmes to encourage students' career exploration and self-assessment through dedicated tools and resources, and strong processes
- Assess, lead and manage the talent management processes, tools and frameworks to ensure successful implementation and roll out at all Schools' and Departments' levels
- Ensure implementation and / or improvement of processes and manage the career services operation to ensure efficient, timely, and effective services to its users
- Manage the Career Centre team to deliver high-quality career content, support and guidance. Lead the team in developing, planning and organising career events and career development programmes
- Explore and leverage online and digital technologies, especially the use of video and other forms of online content delivery to enhance knowledge dissemination, networking and connections for employers, students, and alumni

#### **2. Employer Engagement and market knowledge:**

- In collaboration with the Corporate Relations Department, develop and implement a strategic Career development and employer relations plan based on employment trends, market research and sophisticated

business development in line with the career interests and talent potential of our students

- Lead the team in cultivating, managing and maintaining strong partnerships with local, regional and global corporations across sectors, to seek and create meaningful graduate and internship opportunities for students
- Facilitate access to recruiters and students, leveraging technology, best practices and various stakeholders (incl. alumni)
- Ensure the production of, and accessibility to, updated market, sectors and industry information, recruitment guides and any relevant content to the student community

Person specification:

- A post-graduate degree + 8 years mini. professional experience
- Prior experience in graduate hiring, training and career coaching. Certified to administer career profiling tools will be an added advantage
- Strong team player with significant experience of leading teams in a matrix environment, ideally in a higher-ed environment with evidence of collaborative work across functional boundaries.
- Self-motivated team player with strong problem-solving skills
- Proven track record of having developed strategy and implemented operational plans. Ability to switch easily from strategy to delivery
- Proven track record in sophisticated business development and client relationship management
- Knowledge of the local, regional and global graduate recruitment markets, career development trends and best practice in recruitment at undergraduate and postgraduate levels
- Record of creating, monitoring, analysing and improving operational services and processes, including data management and reporting
- Comfortable with budget oversight and the financial management associated with a large service function
- Excellent written and oral communication skills, with the ability to develop and deliver presentations to students
- Must be fluent in French and English, additional languages a plus
- Highly proficient in Microsoft Office applications and CRM systems

Job details:

- Full-time senior management contract (CDI), with a 4-month probationary period renewable once
- Position based on one of ESCCA campuses and requiring regular national travel
- Remuneration package in line with the successful applicant's profile and experience

Recruitment process: Candidates should submit a detailed CV, cover letter and list of references to: [s.obarowski@headway-advisory.com](mailto:s.obarowski@headway-advisory.com).

Following two to three interviews with the Headway People recruitment consultants, shortlisted candidates will be invited to attend further interviews with our client's senior management team.

<b>Ref</b>	ESSCA_DCC
<b>Date de dépôt</b>	15-12-2022
<b>Date de prise de poste</b>	06-02-2023
<b>Catégorie</b>	Fonctions supports
<b>Statut</b>	Open
<b>Contrat</b>	CDI
<b>Localisation</b>	



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