S P Jain London School of Management

Job Title:	Careers and Employability Officer	**Job Category:**	Professional Services
Department/Group:	Careers and Corporate Relations	**Job Code:**	To be decided (TBD)
Location:	London, United Kingdom	**Employment Type:**	Permanent
Level/Salary Range:	Up to £40,000	**FTE:**	1

Reporting to:	Head of Careers and Corporate Relations
Direct reports:	None
Qualifications & Experience:	Degree or equivalent and experience of careers, employer engagement, recruitment or internships work, ideally in an educational setting

Job Description

Main purpose of the job:

To support the work of the Careers and Corporate Relations team across the School's undergraduate and postgraduate programmes. Working with the Head of Careers and Corporate Relations, the postholder will hold one-to-one careers appointments with students, help build relationships with employers, identify and match internship opportunities, and keep the records and reporting the team needs to meet its employability objectives.

The postholder will take on much of the day-to-day operational and administrative work of the team, allowing the Head to focus on leading and developing the function.

Main duties and responsibilities:

Careers preparedness

- Holding one-to-one careers appointments with students on the BBA programmes, and selected postgraduate students, to clarify career goals, review CVs and covering letters and run mock interviews.
- Supporting the delivery of PRP, ECAP and curriculum-based careers sessions, including preparing materials and coordinating sessions.
- Helping students make good use of the Jobs Preparation Tool (JPT), and feeding back on how it is being used.
- Supporting extra-curricular careers activity, including skills workshops, employer-led sessions and careers clubs.
- Promoting internship opportunities, graduate vacancies and employer activity to students across programmes.

Internships

- Identifying and approaching employers to generate internship and early-career opportunities for students.

- Keeping an internship pipeline up to date, tracking opportunities from first employer contact through to student placement.
- Adding internship opportunities to the Blackboard site and organising them so students can find and apply for them easily.
- Matching students to suitable opportunities based on their skills, experience, career interests and employer requirements.
- Coordinating internship administration, including vacancy details, applications, interviews, student communications and placement tracking.
- Liaising with the academic lead for internships and with Registry so that records are accurate and UKVI requirements are met.

External speakers and events

- Coordinating guest speaker sessions, careers events, networking sessions and recruitment presentations.
- Accompanying students on company visits and selected careers fairs.

Corporate relations and networking

- Developing and maintaining day-to-day relationships with employers, alumni and industry contacts.
- Supporting the Head with employer engagement activity, including follow-up with new contacts.

Records and reporting

- Keeping employer contacts, engagement records and internship opportunities up to date in the corporate database or CRM.
- Recording employer communications, follow-up actions, student applications and placement outcomes.
- Producing regular reports on internship activity, employer engagement and student outcomes, and monitoring relevant KPIs.

Other duties

- Working with academic and professional services colleagues to coordinate careers and employability activity.
- Occasional evening work for employer events and careers activities.
- To undertake any other duties commensurate with the level of the post.
- To promote equality, diversity and inclusion in the performance of the role.
- To actively participate in learning and development to meet the requirements of the role and the organisation.

Person Specification

Essential criteria:

Qualifications

- Degree or equivalent relevant professional experience.

Experience

- Experience of careers advice, employer engagement, recruitment, internships, business development or careers services.
- Experience of working with students, in particular international students.

Skills, knowledge and abilities

- Strong organisational, administrative and relationship-management skills.
- Excellent written and verbal communication skills.
- Good digital skills, including Microsoft 365, spreadsheets and databases or CRM systems.
- Ability to use AI tools effectively in the workplace.
- A proactive approach with good attention to detail and the ability to manage competing priorities.

Business requirements

- Able to take a flexible approach to work.
- Commitment to student employability
- Commitment to equality, diversity and inclusion, and to own professional development.

Desirable criteria:

- Experience in higher education or a business school.
- Experience of developing employer contacts or sourcing internship opportunities.
- Familiarity with graduate recruitment, student and employer matching and internship administration.
- Experience of producing reports and monitoring performance indicators.
- Working knowledge of Blackboard.