

**Employer: LUISS University****Position: Placement and Career Service Officer****Scope**

The holder of this position is responsible for managing and developing a portfolio of existing and potential employers; providing job counseling to students; and administering and monitoring all activities and events related to placement activities. Providing appropriate services will result in employment opportunities, increasing the level of placement and students' satisfaction.

**Main duties and responsibilities**

Establish and maintain good relations with existing and prospective employers, support employers in developing good-practice placement procedures and cooperation and to offer advice and assistance to employers in the selection and short-listing of suitable student candidates. The position holder will take on a similar operational role which includes, but is not limited, to the following:

- Present the university to prospective employers and develop opportunities to generate new placements in Italy and abroad.
- Establish, manage and further develop good relationships and strong links with employers in industries, commerce, local businesses, and the public sector to develop career, job and internship opportunities resulting from partnerships between employers and the university.
- Gathering and analyzing market information, trends and competitor developments; creating reports to be viewed both internally and externally; contributing to the development of external accreditation reports in relation to placement activities.
- Assess employer demands, problems and enquiries and resolve them in a timely and effective manner. Make arrangements for hosting employer interviews and visits on campus, ensuring that students and relevant staff are aware of the event.
- Promote placement opportunities and benefits to students in a range of media such as email distribution lists, flyers, presentations, documents, videos and online activities.
- Contribute to the development of placement handbooks, forms and information packs on employers, as well as other materials for staff, students and employers. Tailor documentation to specific employers and students needs where necessary.
- Maintain the LUISS Career Services portal, including uploading placement guidelines, advertising opportunities and making general updates as required to support students and placement providers seeking information. Ensure that other media such as web pages, displays, and presentations are kept up-to-date.
- Act as the main point of contact for employers, students, and staff, providing support and guidance. Deliver career-related modules and provide specialized training to students in job interview techniques, resume writing, job search strategies, and related topics.
- Monitor the suitability of placement opportunities and maintain accurate records on students, placement providers, personal tutors and placement officers/administrators.
- Visit workplaces to ensure adequate supervision of placements; communicate details of placements to the university bodies that require the information; and administer all other aspects of these activities.
- Ensure that the employers' post-placement appraisal of student placement performance and other activities are carried out with appropriate feedback.

- Keep up-to date with current university placement legislation and good practices – e.g. health & safety standards, professional guidelines, agencies measuring academic quality – to ensure that all aspects of the placement procedure are in line with national and international requirements.

### **Required qualifications**

- University degree or equivalent;
- Experience working in and/or knowledge of the professions related to the university's academic disciplines;
- HR/personnel experience in the recruitment sector.

### **Desired qualifications**

- Previous experience of customer/client contact, especially in establishing and developing effective links with companies in relevant disciplines/fields;
- Experience in higher education and understanding of issues important to students;
- Experience in relevant industries.

### **Skills**

- Good communication skills: the ability to work with and communicate effectively and professionally with a variety of people;
- The ability to write clear and concise reports;
- Good interpersonal skills and a client-oriented/service provider approach;
- Good team player with effective cooperation skills;
- The ability to work independently, organizing the work in order to meet deadlines and objectives.
- Results-oriented with the ability to work under pressure rigorously and precisely;
- Highly developed analytical skills;
- Solid IT literacy;
- Excellent organizational skills and ability to prioritize and coordinate different activities at the same time;
- Excellent written and oral communication skills including report writing both in Italian and English;
- Must be able to negotiate and consult with all internal and external stakeholders during all phases of the placement process.

### **About the university**

<http://www.luiss.edu/university/about-us>

**Starting date:** Immediate

### **How to apply**

Interested candidates can send their CVs to the following address: [placement@luiss.it](mailto:placement@luiss.it)

Subject: **Placement and Career Service Officer**