



WOULD YOU LIKE TO BE AN INTEGRAL PART OF A THRIVING COLLEGE?

We have an opening in our Campbell River and Courtenay campuses for a

CAREER ADVISOR

Do you want to make a difference and help people explore their career goals? Career Advisors set and manage the experience of prospective students, help them choose programs that are the right fit, and make sure the enrollment process is as smooth as possible.

Tell us in 250 words or less why it's important for adults to have an education in today's marketplace.

We are looking for someone who has the drive and determination to take ownership of their days. Are you someone with strong technical computer skills, work well serving your customers, and can manage complex tasks? The Career Advisor position is also responsible for building funder and community relationships. The Career Advisor works with confidential student and College information and adheres to all DCC, PTIB (formerly known as PCTIA) and relevant government guidelines. Some travel between campuses and some evening work is required.

You will be required to maintain solid and consistent communication with prospective and current students through many channels including email, phone, text, and even social media.

Discovery Community College is an accredited Private Career College, with campuses across Vancouver Island, and the Lower Mainland. Our goal is to provide all our students with an exceptional educational experience that fully prepares them for their chosen field.

If you feel you may be the right fit for this position, please send us your resume and after an initial screening of your application, shortlisted candidates will be contacted to participate in an interview.

Please send your resume to:

Email: resume@jobready.ca

Fax: 250-287-9838