

## **Career Services Advisor - Position Available**

5/26/10

Make-Up Designory, a rapidly growing & highly respected California licensed private postsecondary school is seeking a qualified full time Career Services Advisor for our Burbank campus. This position provides job development, counseling and placement assistance for current students and graduates. Tracks and reports on placement statistics for organizational planning and accreditation purposes.

Successful candidates will have equivalent of High School diploma and 5-7+ years progressively responsible, related experience. A Bachelor's or Master's degree is a plus. Strong capabilities in the area of job development and advising individuals. Strong understanding of the industry. Ability to analyze fairly complex data and develop innovative solutions. Excellent planning, organizing, and leadership skills. Ability to communicate clearly, concisely and persuasively. Ability to interact effectively at all levels and across diverse cultures. Demonstrates honesty, fairness and respect. Strong focus on process improvement. Strong customer, quality and results orientation. Ability to be an effective team member. Ability to recognize & embrace change as the external environment and organization evolves. PC skills (Word, Excel, Outlook, etc.) We offer a competitive compensation and a creative and engaging professional environment, a team-based culture, and the opportunity for ongoing professional growth and contribution.

Qualified candidates should forward resume and cover letter to [jhughes@mud.edu](mailto:jhughes@mud.edu).