

## Career Advisor

**Position Title:** Career Advisor

**Position Status:** Permanent following successful probation

**Probation Period:** 6 (six) months

**Reports To:** Career & Engagement Manager

**Location:** Leipzig, Germany

**Salary:** competitive

**Application deadline:** 16.11.2025

### General Information About Lancaster University Leipzig

Lancaster University Leipzig offers a range of Lancaster University (LU) degree programmes and is committed to providing the same academic quality and fully rounded student experience as in the UK. In January 2020, the campus opened with an LU accredited foundation programme delivered by Navitas Germany GmbH – part of Navitas Group - an Australian public listed company. As a modern and dynamic educational institution committed to providing quality educational programmes and excellent student support in an environment that encourages students to achieve the best possible results in their studies. Lancaster University Leipzig offers a broad portfolio of undergraduate, postgraduate and pathway programmes in Business and Computer Science.

### Your role:

The Career Advisor plays a key role in supporting the employability and professional development of Lancaster University Leipzig students.

The post holder will provide one-to-one career coaching, deliver employability workshops, support the organisation of career-related events, and maintain the job and internship platform. The role contributes directly to students' transition into graduate employment and the overall enhancement of the student experience.

The ideal candidate will be an enthusiastic, student-focused professional with strong interpersonal and organisational skills, passionate about helping students develop career confidence and readiness for the job market.

### What you will do:

We invite applications from appropriately qualified and experienced individuals interested in being an active member of a cross-functional team committed to student success and employer engagement.

### **Career Support & Coaching**

- Provide one-to-one career coaching sessions to undergraduate and postgraduate students, supporting them with CVs, cover letters, interview preparation, and job search strategies.
- Offer tailored guidance to international students on entering the German and European labour markets.
- Support students in identifying transferable skills, career goals, and professional development needs.
- Develop and deliver employability workshops on topics such as networking, job applications, LinkedIn, and career planning.
- Monitor and evaluate student engagement with career services and provide regular reports to the Career & Engagement Manager.

### **Industry Engagement**

- Support the planning and delivery of employer engagement activities, including career fairs, company visits, networking sessions, and guest talks.
- Cultivate and maintain relationships with local and regional employers, and alumni to identify new opportunities for students.
- Collaborate with academic and professional staff to integrate employability into the wider student experience.
- Coordinate communication with employers through targeted outreach.

### **Job Platform & Data Management**

- Oversee and maintain the campus job and internship platform, ensuring opportunities are current and relevant.
- Support the development of the Lancaster University Leipzig Award.
- Track student engagement, job applications, and employment outcomes through data collection and analysis.

### **Cross-Departmental Collaboration**

- Work closely with the Marketing, Academic, and Student Services teams to promote employability initiatives.
- Support, when needed, with events such as Open Days, orientation, and graduation.
- Contribute to student communications, newsletters, and social media content related to career success and opportunities.

### **Other**

- Maintain confidentiality at all times regarding student and employer data.
- Continue to develop skills and knowledge in higher education careers practice, including participation in relevant training.
- Undertake any other duties as reasonably required within the scope, spirit, and purpose of the role.

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the Director of Academic & Student Services, the Director Marketing and Recruitment, the Head

of Academic Operations, the Academic Dean and the Campus Director.

### **Your Profile:**

Interested applicants will demonstrate the following essential and desirable attributes:

#### *Essential*

- Relevant tertiary-level qualification or equivalent training in career guidance, education, psychology, or related field.
- Experience providing career advice, guidance, or employability coaching.
- Understanding of graduate recruitment processes and job market trends in Germany and Europe.
- Strong interpersonal, presentation, and communication skills in English and German.
- Proven ability to build relationships with students, staff, and external partners.
- Strong organisational skills with the ability to manage multiple priorities and meet deadlines.
- Computer literacy, including experience with MS Office, CRM or job platforms, and virtual event tools.
- A proactive, student-centred, and solution-focused approach to work.
- High level of emotional intelligence, creativity and problem solving skills.
- Flexibility to support occasional evening or weekend events, no more than five times a year. Possess a proactive and positive “can do” mentality.

#### *Desirable*

- Degree-level qualification in a relevant field.
- Experience in higher education or international student support.
- Experience in living and working abroad.
- Familiarity with the German employment and visa framework for international graduates.
- Experience developing or facilitating workshops or employability programmes.
- Experience managing digital job or career platforms.

Navitas is a safeguarding employer and the successful applicant may be required to undergo a German criminal record check (Erweitertes Führungszeugnis).

### **Application Process:**

Please send your cover letter, curriculum vitae, and two contacts (including positions) for recommendation letters in one PDF file, indicating your name to [josefine.fitchett@lancasterleipzig.de](mailto:josefine.fitchett@lancasterleipzig.de) If your application is seen as a suitable fit, the following process will be observed:

**Interviewers:** Campus Director and Career and Engagement Manager

**Format:** Face-to-face interview on campus

**Purpose:** This interview will focus on assessing whether your skills and experience align with the requirements outlined in the job role description. It provides an opportunity to meet your line manager and discuss the specifics of the role, as well as the support available to you. The aim is to ensure that you possess the necessary competencies and qualities to excel in this position.