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JOB POSTING
OFFICE OF HUMAN RESOURCES
July 27, 2026

POSITION: Career Services Advisor – Alumni Relations

DEPARTMENT: Alumni Relations

DIVISION: Enrollment Management and Student Affairs

STATUS: Exempt; Monday through Friday 8:30 a.m. to 4:30 p.m. with occasional evenings and weekends.

Note: As a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

Salary: \$65,000 to \$68,000

Position Summary

The Career Services Advisor supports students and alumni within the College's health sciences programs by providing career counseling, professional development guidance, and employer engagement opportunities. This role focuses specifically on programs including Chiropractic, Physician Assistant Studies, Imaging Sciences, and Massage Therapy, and any additional degree programs added.

The advisor works collaboratively with faculty, alumni, healthcare professionals / organizations, and clinical partners to enhance student career readiness, experiential learning opportunities, and post-graduate employment outcomes. This position plays a central role in strengthening alumni engagement while helping students transition successfully into healthcare professions.

Organizational Relationships:

Reports to the Director of Alumni Relations.

Key Responsibilities

Career Advising & Professional Development

- Provide individualized career advising to students and alumni pursuing careers in chiropractic, physician assistant studies, imaging sciences, massage therapy, and future program offerings including health and exercise science.
- Assist students with resumes, CVs, cover letters, LinkedIn profiles, interview preparation, and professional communication skills.
- Educate students on career pathways, licensure considerations, certifications, and employment trends within healthcare and allied health professions.

- Support students preparing for clinical placements, residencies, graduate programs, or healthcare employment opportunities.
- Develop and maintain relationships with employers and alumni to expand opportunities for student placements and employment.

Alumni Relations & Employer Engagement

- Foster relationships with alumni across all health science disciplines to increase mentoring, networking, and career engagement opportunities.
- Coordinate alumni panels, networking events, employer spotlights, and healthcare career fairs.
- Partner with alumni practicing in chiropractic, imaging sciences, physician assistant, rehabilitation, and wellness settings to support student mentorship initiatives.
- Maintain employer and alumni databases and assist with graduate outcome reporting.
- Travel to alumni relation/recruitment events.

Programming & Outreach

- Develop and deliver workshops on topics such as healthcare professionalism, interviewing in clinical settings, licensure preparation, networking, and transitioning into healthcare careers.
- Promote career development resources and opportunities through digital communications, newsletters, and campus outreach.
- Collaborate with faculty and student affairs staff to support student success initiatives and professional readiness programming.
- Represent the College at employer outreach events, professional conferences, and community partnership meetings.

Data Management & Assessment

- Maintain accurate records related to student appointments, internship placements, employer partnerships, and career outcomes.
- Analyze employment and placement data to identify trends and improve student support services.
- Prepare reports and presentations related to alumni engagement, internship participation, and career placement metrics.
- Manage all aspects of Handshake. Encourage current students to create accounts and search for opportunities. Support alumni and potential employers to post job opportunities.

Qualifications

Required

- Bachelor's degree required.
- Experience in career services, student affairs, healthcare administration, employer relations, or alumni engagement.
- Strong interpersonal, organizational, and communication skills.
- Ability to build relationships with students, faculty, alumni, and healthcare employers.
- Knowledge of healthcare professionalism and career readiness expectations.
- Proficiency in Microsoft Office and career management/database systems.

Preferred

- Master's degree in Higher Education, Student Affairs, Counseling, Public Health, or related field.
- Experience working in higher education or healthcare settings.
- Familiarity with healthcare career pathways, clinical environments, and accreditation expectations.
- Experience coordinating internships or experiential learning in health sciences fields.

Core Competencies

- Career coaching and advising

- Relationship building and employer engagement
- Student-centered support
- Event planning and program development
- Collaboration and teamwork
- Healthcare professionalism
- Data organization and assessment

Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees, including those belonging to groups that have been historically underrepresented in higher education.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.