ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE O POSITION/RANK: Coordinator of Corporate Partnerships and Recruiting

DEPARTMENT: Gabelli School of Business
Career Development Center
Lincoln Center

POSITION SUMMARY:
Reporting to the Director of Corporate Partnership & Recruiting, the Coordinator of Corporate Partnerships & Recruiting will support the Director & Recruiting Manager in using established University connections and helping develop new leads to expand the Gabelli School’s relationships with companies and organizations inside and outside New York City, with the end goal of creating job, internship, and enrichment/engagement opportunities for business students. He or she supports the Director in coverage responsibility for all sectors and is a key player on a small Recruiting & Outreach team charged with delivering across all industries.

RESPONSIBILITIES:
• Works closely with the Director in developing and executing the strategic plan for significantly expanding the portfolio of companies recruiting Gabelli School students.
• Maintains an ever-expanding portfolio of employers who hire Gabelli School students and otherwise engage students for career-related purposes, focusing on specific business fields as assigned by the Director of the Career Development Center (CDC) and Director of Corporate Partnerships & Recruiting.
• Acts proactively in supporting the Director in pursuing partnerships based on assessments of student needs, knowledge of growth industries, and insight into companies that have gone untapped.
• Maintains and constantly re-evaluates corporate partnership opportunities available in each assigned sector. Confers regularly with Director and Recruiting Manager on where to target our approach for maximum effectiveness and student benefit.
• Understands performance goals and metrics established by the Director and uses the CDC unit’s CRM system and other reporting systems to track results meticulously.
• Assists the Recruiting & Outreach team in their work with the Associate Directors of Career Advising at both RH and LC, and University Office of Career Services, as needed, to design customized recruiting strategies for companies and optimal ways for them to engage with Gabelli School students. This will include, but is not limited to, on-campus recruiting, Fordham job-board postings, information sessions, student club engagement, and diversity initiatives.
• Works as part of the Recruiting & Outreach team to execute on-campus recruiting events and to deliver a positive experience for recruiters.
• Regularly monitors employer engagement and satisfaction, seeking feedback after each recruiting season through surveys and other mechanisms.
• Continually explores and responds to requests for non-hiring-specific relationship-building opportunities for potential employers.
• Seeks and maintains current information on hiring trends and themes in his or her assigned industries and keeps CDC colleagues informed of developments.
• Assists in maintaining / updating marketing collateral / other material used in corporate outreach.
• Supports the alumni-relations function under the guidance of the Director, including tracking relationships and executing career-development programming that involves alumni participation.
• Assists in the recruitment function under the guidance of the Director & Recruitment Manager.
• Performs a data manager function related to CDC CRM.
• Acts as the event manager for all CDC employer and alumni programming and participates in student programming and other CDC activities as needed.
QUALIFICATIONS:
• Bachelor’s degree required. Advanced degree preferred.
• Interest and/or track record in recruitment, event management, business development, which could include university employer relations, development/advancement, industry sales and marketing, or corporate HR and recruiting.
• Demonstrated capacity to produce results against established metrics.
• Collaborative, team-oriented approach; Relationship-builder with ability to foster partnership and collaboration.
• Creativity, high energy, and an affinity for using novel approaches and technology to improve results.
• Excellent interpersonal, organizational, presentation and communication skills. Attention to detail is critical.
• Positive attitude with high standard of integrity, professionalism, motivation, persistence, and follow through.
• A strong desire to advance cause of undergraduate and graduate business students and create new opportunities.
• Successful candidates should have a knowledge of and commitment to the goals of Jesuit Education.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: klewiscollins@fordham.edu

_Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds._
_Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories_