ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Associate Director/Employer Relations

DEPARTMENT: Career Services
            Rose Hill and Lincoln Center

RESPONSIBILITIES:

• Promotes an innovative culture within Career Services to facilitate positive changes within the organization, cultivates partnerships across campuses, and creates innovative programs to meet the rapidly changing needs of students and employers.
• Establishes and maintains relationships with alumni and corporate partners interested in respective academic areas; coordinates a minimum of five to seven meetings with employers and alumni.
• Improves student opportunities data through partnerships with academic departments and maintains placement relationships with recruiters and employers.
• Develops large-scale online offerings to effectively serve the entire student body.
• Oversees the execution of dual campus employer programming strategy including career fairs, networking events, information sessions, on campus recruitment, etc.; assists with employer outreach to increase participation in respective academic areas.
• Collaborates on the recruitment, training, and supervision of related employer relations personnel and programs such as Career and Internship Fairs, On-Campus Recruiting, Career Views and Employer Relations events and programs.
• Manages and markets the Signature Partnership Program with key recruiters to generate opportunities for students, as well as revenue for Career Services.
• Creates and markets additional sponsorship opportunities for employers to generate revenue.
• Tracks employer relations efforts and success for continuous improvement to enhance program efficiency within the department and assists Director of Career Services in compiling data for quarterly reports and annual reports.
• Researches and analyzes employment trends and prospects employment leads.
• Works alongside the Director of Career Services in overseeing strategic initiatives and special projects.
• Assists Director of Career Services in preparing presentations and related data for University-wide forums (Admission Open Houses, Athletic Recruitment functions and other events).
• Handles special projects as assigned.

QUALIFICATIONS:

• M.A./M.S. in counseling or relevant degree preferred B.A./B.S. in related field required.
• Minimum 3-5 years’ experience in higher education, career services, human resources, or employer relations.
• Must be knowledgeable of latest technological advancements/resources in career services.
• Knowledge of computer office software required and career services specific software preferred.
• Knowledge of affirmative action and equal opportunity non-discrimination guidelines necessary.
• Must possess excellent leadership, management, organizational, interpersonal communication, public speaking and time-management skills.
• Dedication to serving students and assisting them in their development required.
• Must be able to handle multiple responsibilities and prioritize projects.
• Willingness to travel, work early mornings and evenings, and occasional weekends as needed.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: July 1, 2022

SEND LETTER AND RESUME TO: lmclaughlin9@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.