ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Employer Relations Specialist

DEPARTMENT: Career Services
Rose Hill

RESPONSIBILITIES:
- Plans, promotes, and executes Career Fairs and Networking Events in addition to serving as contact for consortium events; including employer outreach, logistics, payment collection, marketing, etc.
- Identifies and attracts new recruiters to Fordham University and establishes and maintains relationships with recruiters interested in recruiting STEM and Liberal Arts majors, focusing on the needs and career interests of students.
- Coordinates a minimum of four to six meetings or visits per week with employers, as well as other off campus networking events.
- Tracks employer relations efforts and success for continuous improvement to enhance program efficiency within the department and assists Associate Director and Director in compiling data for quarterly reports and annual reports.
- Researches and benchmarks best practices to create and implement a strategic plan for improving external relations.
- Researches and analyzes employment trends and prospects employment leads.
- Prospects and cultivates relationships with alumni and employers for purposes of increasing mentoring, internship, and employment opportunities for students and alumni.
- Assists Associate Director and Director in preparing presentations and related data for University-wide forums (Admission Open Houses and Athletic Recruitment functions).
- Assists the Employer Relations Team in managing the on-campus recruiting program with regards to on-campus interviews, career discovery events and policy development to ensure successful employer experiences.
- Represents the University and Office of Career Services at events coordinated by the Office of Development and University Relations, Admission (Open Houses and Preview Weekends), other recruitment events and off campus networking events.
- Provides individual and group counseling for students and alumni, conducts mock interviews and professional development workshops.
- Responsible for other special projects and initiatives as assigned.

QUALIFICATIONS:
- B.A./B.S. in the relevant area required; M.A./M.S. in counseling or another relevant area preferred.
- Minimum 2-4 years’ experience in higher education, career services, human resources, or employer relations.
- Willingness to travel, work early mornings and evenings, and occasional weekends.
- Must be knowledgeable of latest technological advancements/resources in career services.
- Should possess knowledge of basic computer office software.
- Must be able to handle multiple responsibilities and prioritize projects.
- Knowledge of affirmative action and equal opportunity non-discrimination guidelines necessary.
- Must possess excellent leadership, management, attention to detail, organizational, interpersonal communication, public speaking, and time-management skills.
- Dedication to serving students and assisting them in their development required.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Kathlene Mullaney
kmullaney1@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.