Position: A06990
Date: 09.06.17

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Employer Relations Specialist (grant funded, continuation contingent upon additional funding)

DEPARTMENT: Career Services, Lincoln Center

RESPONSIBILITIES:

- This role will build and maintain unparalleled relationships with employers to ensure both Fordham and its students are most effectively represented while further ensuring that all employer needs and requests are carried out with excellence and efficiency to develop an engaging and personalized employer experience.
- Prospect, foster, and maintain sustainable professional partnerships with employers, specifically in the arts, communications, and global business fields to enhance recruitment opportunities for Fordham College Lincoln Center (FCLC), Fordham College Rose Hill (FCRH) and Gabelli School of Business students.
- Coordinate a minimum of three to five meetings or visits per week with employers and alumni, as well as participate in other off campus networking events to expand Fordham’s professional network.
- Manage the Arts, Media and Global Business Career Fair and assist in the outreach, planning and execution of all other career fairs, and incorporate student and employer feedback into operations.
- Assist, accommodate and network with employers at Career Fairs and other on campus events.
- Engage employers and follow up to build employer base for recruiting on campus and through Handshake.
- Grow and support the On-Campus Recruiting Program (OCR) at Lincoln Center, incorporate student and employer feedback into operations, and support the OCR Program as a whole to improve the employer experience.
- Develop relationships with Signature Partners and provide resources and services that add value to their recruitment experience and success at Fordham.
- Represent and channel the differentiating characteristics of a Fordham experience to employer partners.
- Represent Lincoln Center at weekly employer relations meetings, and support Director, Associate and Assistant Directors in all strategic and operational functions relating to employer relations.
- Partner with specific departments to accommodate employer requests.
- Assist with planning additional networking events for students and employers, overseeing employer outreach and development, invite distribution, professional correspondence, and post event follow up and evaluation.
- Assist with planning employer appreciation events from conception to completion.
- Meet with students for resume and cover letter critique, career counseling and conduct mock interviews, incorporating the Fordham Futures counseling model by supporting the academic mission of the University.
- Present weekly Fordham Futures workshops to students, providing information on areas such as resumes, cover letters, professional etiquette, networking and interviewing skills, and the value of a liberal arts education.
- Assist students and employers with account-based technical support in Handshake.
- Other duties as assigned.

QUALIFICATIONS:

- Minimum 2 years’ experience in career services, employer relations, student personnel or related field.
- B.A./B.S. in liberal arts or related area required.
- Must be a self-starter who possesses excellent interpersonal, communication, organizational, multi-tasking, teamwork, leadership and time management skills.
- Must provide excellent customer service, present a positive attitude, and possess an accommodating nature.
- Willingness to work early mornings, occasional evenings and weekends.
- Must demonstrate ability to develop rapport with employers and students and prioritize multiple projects.
- Familiarity with affirmative action and equal opportunity non-discrimination guidelines necessary.
- Familiarity with a student-centered approach to education in the Jesuit tradition preferred.

SALARY: Commensurate with experience

START DATE: ASAP

Send letter and resume: Holly Young
Hyoung13@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer.