



DATE ISSUED: 03/16
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Associate Director Employer Relations, Technology and Office Operations

JOB SUMMARY

Position works extensively with employers on a number of fronts and is responsible for the supervision and or direct development and implementation of strategic initiatives designed to significantly increase TWU's visibility and stature among top employers in the region and beyond. Develops, manages, and implements all on-campus recruitment. This will include, but not limited to on-campus interviews, career fairs, networking and other employer centric events. Offers effective services toward exposing employers to TWU student and alumni talent. Position may work with University Advancement to help engage employers for further relationship building. The position is responsible for staying current on employment trends and issues and communicating them to appropriate audiences, (students, faculty, administrators and leadership). Responsibilities also include, implementation and maintenance of technology necessary to serve employers and students, online resume database, student tracking, and website. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Career Services

Supervises: Assistant Director, Employer Relations, Systems Engineer and Support Staff

ESSENTIAL DUTIES - May include, but not limited to the following:

- Provides strategic direction for employer development and relations.
- Oversees the development of plans and outreach activities designed to improve and increase employer recruitment activities and overall employer relations.
- Develops, manages, and implements all on-campus recruitment.

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- Assists Director and Assistant Director in outreach activities to employers in the region, state and beyond.
- Creates and/or collaborates in the development of the strategies and plans for soliciting increased job opportunities for students and alums.
- Stays current and reports employment trends and issues.
- Oversees on-campus recruiting activities including Career Days, on-campus interviews, networking events, etc.
- Works collaboratively with the Pioneer Center for Student Excellence to foster seamless employer and student interactions.
- Works with Systems Engineer, sets the strategic direction regarding technology for the office. This includes planning for the complete provision of technology services provided to students and employers (resume databases, interview scheduling, career fair management, on-line career preparation tools, mobile applications, websites, etc.)
- Oversees the development of processes and methods used for tracking and reporting employment statistics and graduate school plans of recent graduates.
- Maintains effective communication with employers, faculty, staff, and students.
- Manages, coordinates, and publicizes on-campus recruiting activities.
- Assists with budget preparation and procurement.
- Adheres to workplace safety policies and guidelines.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Master's degree or equivalent in Higher Education, Human Resources, Business Administration, Public Relations, Marketing, or related field required.

EXPERIENCE

Four years of progressively responsible experience in career services, recruiting/employment or related field.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, employers, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability and willingness to travel moderately to significantly, particularly within the Metroplex, on behalf of TWU and Career Services.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively orally, by phone, electronically, in person, and in writing.
- Ability to provide and analyze statistical data for periodic and end of year reporting.
- Ability to be sensitive to issues of diversity and ability to work in a diverse environment.
- Ability to work autonomously and as a team oriented individual that is able to work evenings and weekends.
- Ability and familiarity with computer applications in a career services setting.
- Ability to use personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

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WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.