



DATE ISSUED: 03/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, Employer Relations

JOB SUMMARY

The Career Connections Center is looking for enthusiastic, energetic, and motivated Assistant Director of Employer Relations to join our busy team. This position will help support and evolve a comprehensive employer relations, on-campus recruiting, and outreach strategy with the goal of increasing the quality and number of [full-time, internship, and part-time] job opportunities for Texas Woman's students. The assistant director is a key relationship builder with existing and future employers, as well as with our campus partners, and is committed to maintaining a culture of high level, superior customer service to ensure positive and successful recruiting and hiring efforts at Texas Woman's University. This position plays a significant role in supporting the Career Connections Center in achieving its vision, mission, and goals. Work is performed under administrative guidance 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. Provides support to prospective employers interested in marketing to students at TWU.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Director, Employer Relations, Technology & Operations

Supervises: May supervise student assistants and/or student interns

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

Business Development and Relationships

- Builds and maintains strong connections and provides excellent frontline customer service to employers, as well as campus administrators, faculty, and staff.
- Researches, benchmarks, and utilizes best practices to strategically identify and cultivate relationships with local and regional organizations.
- Coordinates the development of marketing materials and develops communication strategies to provide valuable, up-to-date information to employers.

- Collaborates with Associate Director in strategy development, employer communications planning, and campus visit planning/scheduling.
- Collects, manages, and analyzes employer relations data, along with developing and distributing key reports on a weekly, monthly, semester, and yearly timeline.
- Collaborates with Associate Director in assessment of employer satisfaction, employer communications planning, process and program effectiveness, and campus visit planning/scheduling to identify improvement potential and drive design and development of new, innovative recruitment processes, programs, and services.

On-Campus Recruitment (OCR) Administration

- Utilizes best practices to coordinate and manage planning and execution of OCR activities and events, including, but not limited to: career fairs, on-campus interviews, information sessions, employer connections events, workshops, tables, panels, and other special projects. This includes personally handling room reservations, catering, parking, working with vendors, event execution, and processing registrations and payments.
- Researches, develops, and utilizes resources to streamline processes, tools, and procedures, and to create, coordinate, implement, and manage effective, efficient, and timely workflows.
- Collects, analyzes, and reports assessment data to identify areas for improvement.
- Proactively explores and benchmarks emerging and innovative practices and technologies, identifying and assessing value added and potential utilization to improve and enhance delivery of programs and services
- Uses and manages on-line recruiting and job search system, Handshake, including developing ongoing strategy for maximizing the tool, and serve as trainer for system users - both internal and external.
- Assumes managerial responsibility of hiring and strategic vision for involvement of student workers assigned to the Employer Relations Team.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Master's Degree in Higher Education, Business Administration, Counseling, Public Relations, or a related field, or equivalent combination of education and experience.

EXPERIENCE

Three years of experience in a related position, preferably in career services, recruiting, or college relations. Experience in a college career center with demonstrated ability to build

relationships across multiple and diverse populations, both internal and external preferred. Experience with corporate or campus recruiting and knowledge of the on-campus recruitment process preferred. Experience with a career services management system as Handshake, Grad Leaders, Purple Briefcase, or Simplicity preferred.

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:

- Proven track record of establishing and maintaining strong working relationships, as well as clearly and effectively communicating with a variety of internal and external stakeholders (employers, students, faculty, staff, and parents).
- Experience in day to day administration, evaluation, and improvement of processes and programs.
- Ability to work in a fast-paced environment handling multiple tasks and projects simultaneously, while prioritizing and meeting deadlines and ensuring completeness and accuracy.
- Ability to maintain composure, a positive attitude, and flexibility while working under pressure during periods of high volume intensity.
- Experience with data collection, analysis, and reporting.
- MS Office, including Excel, Outlook, Google Mail and Drive
- Ability to work occasional evenings and weekends.
- Ability to be energetic, highly motivated, self-starter who is comfortable taking ownership of roles and responsibilities and has the ability to work independent.
- Ability to have strong initiative as well as being proactive in learning, innovating, and initiating new ideas.
- Ability to be goal and objective driven analytical and strategic thinking skills.
- Ability to be process orientated, superior organizational, attention to detail , and problem resolution skills.
- Ability to be positive and flexible when adapting shifting priorities as necessary.
- Ability to run things smoothly and meet deadlines.
- Ability to be team oriented with a willingness to perform other duties as needed to achieve department goals.
- Ability to use a 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.

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,

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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.