



Job Description

Position Title	Assistant Manager, Employer Relations
Job Grade	M3
Department	Career Services
Reporting To	Manager, Career Services
Date	August, 2016
Type of Position	Regular

POSITION DESCRIPTION

The incumbent will be a key interface between the career center and employers interested in recruiting student and alumni talent. He/she will be responsible for employer related programming including the development and implementation of career and job fairs at the campus, networking events, and other programming. The individual will work with the Manager Career Services in employer development and outreach. This will include contacting and visiting employers independently or with career center leadership to market Habib University as an institution of choice for college and alumni talent recruitment. Along with operating online systems to schedule interviews, managing career fairs and other events, the incumbent will also be responsible for developing or assisting with the development of online resume database for use by students, alumni and employers. The position requires flexibility with schedule and preferably being able to work evenings and weekends as needed.

DUTIES AND RESPONSIBILITIES

- Identifying, recruiting, and developing relationships with employers.
- Engaging in one-on-one contact with prospective employers through personal visits, telephone, direct mail correspondence, and electronic communications.
- Developing relationships with potential and existing employers that will facilitate maximum recruitment of Habib University students and alumni.
- Initiating contact with alumni and faculty to prospect job opportunities.
- Promoting the development of meaningful and mutually beneficial student internships.
- Facilitating and managing employer visits to campus as needed.
- Overseeing employer position postings.
- Employing various strategies to generate new employer contacts including connections and association of the House of Habib and use of prospect databases, and other available resources.
- Actively participating in events sponsored by area business organizations, professional associations, and chambers of commerce.
- Providing oversight for career services management system processes for first-time employers.
- Maintaining current contact information in applicable databases.
- Entering all appropriate observations related to employer and recruitment activity into database.
- Creating and running reports, tracking contacts, evaluating goals, and developing plans for future contacts.
- Managing, coordinating, and publicizing on-campus job recruiting activities
- Creating effective marketing strategies/materials to increase participation in Career Services events.
- Overseeing interview process, coordinating and developing career fairs, and managing online postings.
- Assisting in the development of a process and method used for tracking and reporting employment statistics of recent graduates.
- Overseeing on-line resume management system
- Working collaboratively with the supervisor to support engagement with recruitment activities.
- Other duties as required/assigned.

REQUIRED JOB SPECIFICATIONS

Required Qualification	A Master's degree in Business Administration, Public Relations or related field.
Required Experience	<ul style="list-style-type: none"> • Three years' experience in career services, recruiting, and marketing. • Ability to plan, direct own work of a potentially complex and time sensitive nature. • Very strong communications skills with the ability to establish and maintain effective and lasting work relationships particularly with employers but also students, alums, faculty, staff, and the public. • Ability to advice and counsel to leadership within area of responsibility. Identify issues and bring appropriate solutions.

	<ul style="list-style-type: none"> • 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 to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes. • Ability to communicate effectively orally, by phone, 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 as needed. • Ability and familiarity with computer applications in a career services setting. • Skill in the use of computer software applications such as MS Excel, Access, Word, and Power Point and electronic mail/calendar relations, marketing, or related business experience.
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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Communication Skills	High
2.	Management (Plan, Organize, Lead)	High
3.	Good with numbers (Finance, Statistics)	High
4.	Strong MS Office Skills	High