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Developed by:.....SG
Reviewed by:.....BK
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Career Advocacy, Inclusive Programming & Visual Identity

DIVISION: Academic Affairs (University College for Academic Success)

REPORTS TO: Assistant Director, Employer Relations, Center for Career and Experiential Education

GRADE: 10

SUPERVISES: Student employees

BASIC FUNCTION:

Coordinate logistical support for the Center for Career and Experiential Education's (CCEE) career fairs and events, both in-person and virtual including managing locations/technical needs/venues and creative marketing. Maintain a database of all registered employers and provide guests with pertinent information for traveling to campus and engaging with students. Serve as primary point person and main contact for all job fairs & special events. Utilize relevant technology platforms to coordinate and manage employer engagement activities. Develop and manage programming opportunities to support the DEI-centered mission and goals of the CCEE including events, panels, workshops, seminars and symposiums. Collaborate with key stakeholders on and off campus to create, market, and implement special programs supporting students and external partners in meeting equity goals. Liaise with affinity-based student organizations to expand experiential learning engagement. Support fiscal oversight of CCEE revenue growth, including career event revenue and expenditures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In the area of Events and Marketing: Organize and provide logistical management for all CCEE career fairs and networking events, both in-person and virtual. Work collaboratively with parking services, catering, and other campus departments to ensure ease in employer visits to campus.

Maintain a database of registered employers and communicate pertinent information when traveling to campus and engaging with students.

Serve as primary point person and main contact for all job fairs.

Create & maintain content on the events side of the CCEE website and on University event calendars for students and employers.

Market employer engagement opportunities to the campus community and employer partners via social media, digital advertising, and print sources.

Work collaboratively with assistant directors to collect and share data analytics as pertinent.

Train and supervise student employees to support employer relations initiatives including event management, social media campaigns, and marketing. Assign tasks and ensure efficient operations.

In the area of External Relations: Communicate with employer partners to support their recruiting efforts at URI in virtual and in-person events by providing exposure and branding opportunities.

Communicate with campus partners regarding events and services of CCEE.

Collaborate with departments on campus to host employer visits throughout the academic year, both in-person and virtually.

Develop and maintain a network of employer contacts in collaboration with assistant directors for job leads, experiential learning, job shadowing and programming opportunities and share these opportunities with center staff and appropriate departments/faculty/staff/students/alumni.

Engage in regular communication with employers (local, state and nation-wide) to ensure repeat recruiting visits designed to provide opportunities for the URI community.

In the area of Fiscal Responsibilities: Manage office purchasing and budget oversight for CCEE in partnership with Assistant Director and Center Director. Conduct event billing and collections for fairs and events.

Manage and respond to all inquiries about career programming and professional inclusion opportunities through CCEE.

In the area of Diversity, Equity, Inclusion: Develop and manage programming opportunities to support the DEI-centered mission and goals of the CCEE including events, panels, workshops, seminars, and symposiums.

Participate in campus-wide initiatives and collaborations with key campus stakeholders, including committees and working groups, to help foster student success and sense of belonging.

Collaborate with student affinity groups, Community, Equity & Diversity colleagues and JEDI Assistant Deans to support inclusive co-curricular career programming across the University.

Support development and maintenance of a portion of the website focused on Diversity, Equity, & Inclusion (DEI) initiatives in the CCEE and within industry clusters.

OTHER DUTIES AND RESPONSIBILITIES:

Manage the duties of the Assistant Director in their absence.

Perform additional duties as required.

Flexible schedule required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers and printers; Windows, database management, spreadsheet and word processing software. Social media.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree with five years of professional events and/or logistics experience OR Master's degree with two years of professional events and/or logistics experience; Demonstrated experience in event planning and marketing; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to build and maintain professional relationships/partnerships; Demonstrated ability to work collaboratively; Demonstrated experience and skill using social media platforms for marketing and recruiting purposes; Demonstrated attention to detail; Demonstrated proficiency in data collection and analytics in various software platforms; Demonstrated experience and dedication to integrating issues of inclusion, equity, and social justice into work; and Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience working in a career and internship office in higher education; Demonstrated organizational skills; Demonstrated experience performing employer outreach or working in a recruiting or staffing environment; Demonstrated experience conducting and presenting research in workforce industry related trends; Demonstrated experience utilizing career database software technology; and Demonstrated experience utilizing graphic design platforms such as Canva.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.