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Developed by:.....JR; KS  
Reviewed by:.....DLJ  
Approved by:.....LK  
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UNIVERSITY OF RHODE ISLAND  
Position Description

**TITLE:** Employer Relations Specialist (Center for Career & Experiential Education Liaison)

**DIVISION:** Academic Affairs (UCAS and College of Arts and Sciences)

**REPORTS TO:** Dean of the College of Arts and Sciences and Assistant Director of Employer Relations, Center for Career & Experiential Education

**GRADE:** 11

**SUPERVISES:** Student workers as necessary

**BASIC FUNCTION:**

Coordinate career and experiential learning activities (occupation education, internships, field experiences, project-based learning, service, etc.) in the College of Arts and Sciences (A&S), in collaboration with University College's Center for Career and Experiential Education (CCEE), to help maximize students' involvement. Assist faculty in creating high quality learning opportunities in students' field of study with employer or community partners from related industries. Develop and support relationships with industry partners to provide talent pipeline access. Work with the College of Arts and Sciences Dean's Office to update and create consistency for all experiential and curriculum information.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**In the area of Faculty & Curriculum Support:** Work with faculty and department chairs to continually develop new career, internship, and experiential learning opportunities in the curriculum.

Market career and experiential learning opportunities from the Career Management Platform to faculty and students.

Work with the College of Arts and Sciences' Dean's Office to update curriculum sheets and advising tools (department websites) for consistency regarding career and experiential learning.

Partner with faculty to align classes with relevant career events and professional development opportunities for the College of Arts and Sciences / Harrington School of Communication and Media students.

Communicate with faculty on a regular basis to share career and experiential education opportunities, data, and other information regarding CCEE and industry trends.

Assess, create, and maintain professional relationships with faculty and employers to support workforce pipeline sustainability.

**In the area of External Relations:** Establish professional relationships with alumni, employers, and community partners to develop internships, career, service, and other experiential learning opportunities.

Continuously assess the needs of employers to create opportunities for partnership and collaboration.

Strategize ways to create sustainable talent pipelines and address recruitment challenges with employers.

Communicate with employers to assess and support usage of technology platforms in recruiting strategies.

**In the area of Events and Programming:** Create an annual timeline to plan and execute virtual and in person networking events, career fairs, and other opportunities to connect students, employers, and faculty in an effort to increase experiential learning and career opportunities for students.

Collaborate and communicate with the Employer Relations staff in CCEE on the coordination of events designed to support and advance all majors in the College of Arts and Sciences and the Harrington School of Communication and Media.

Provide group and individual advising in collaboration with the career education specialists and teach associated professional seminars (1-3 credits) for undergraduate students completing career exploration, service learning, practica, course projects, and internships.

Proactively utilize the URI Career Connect and Mentor Collective platforms to engage students and alumni in meaningful career conversations and connections.

In collaboration with A&S Dean's Office, coordinate A&S Career Readiness Badge program and mentor program.

**In the area of Administration:** Manage affiliation agreement contracts for A&S in collaboration with the faculty, the Assistant Director of Experiential Education in CCEE, University lawyers, and Risk Management Office.

Gather data in collaboration with the Assistant Director of Experiential Education in CCEE for a campus wide report on career and experiential learning activities. Continually report on recent graduate, experiential, and career data to the Dean's leadership team and CCEE.

Create a communication process to outline clear responsibilities, expectations, and protocols for the students, employers, and faculty involved in credit and non-credited experiential learning opportunities. Update web resources accordingly.

Remain up to date on risk factors, legal issues, or implications impacting workforce development, employment trends, state initiatives, and experiential learning opportunities.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as required.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal computers and printers, word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree; Minimum two years' experience working with students in career-related advising capacity or in experiential learning in higher education, OR four years' experience working with students in college recruiting or programming (this experience may be full or part-time, professional and/or graduate work); Demonstrated curriculum design and assessment of experiential learning and/or career education; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work with diverse groups/populations; and, Demonstrated experience and dedication to integrating issues of inclusion, equity, and social justice into work.

**PREFERRED:** Master's degree in a College of Arts and Sciences' related field of study; Demonstrated experience teaching in-class or on-line (e.g., Brightspace); Demonstrated experience with higher education related technology (Brightspace, Peoplesoft, etc.); Demonstrated organizational skills; and, Demonstrated experience in career and/or experiential education coordination.

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