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Position #: (PSA) (E)
Developed by: .. KS
Reviewed by:... DLJ
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist, Employer Relations/UCAS - Life Sciences & Blue Economy
DIVISION: Academic Affairs (University College)
REPORTS TO: Assistant Director of Employer Relations, Center for Career & Experiential Education (CCEE)
GRADE: 11
SUPERVISES: Student workers as necessary

BASIC FUNCTION:

Develop and support relationships with industry partners in the fields of life sciences and the blue economy to develop talent pipelines and increase opportunities for experiential learning. Support faculty in developing high quality learning opportunities for students in designated fields of study with employers and community partners from related industries. Coordinate, assess, and evaluate experiential learning activities such as internships, field experiences, and project-based learning to ensure alignment between industry trends and curriculum. Collaborate with key stakeholders on and off campus to strengthen relationships with local, state, and federal agencies as well as community organizations to implement initiatives supporting the life science industries and the blue economy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In the area of Faculty & Curriculum Support:

Support faculty and department chairpersons to develop new experiential learning opportunities, including internships and project-based learning partnerships with employers.

Work with Dean's Offices 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 students to drive engagement.

Communicate with faculty on a regular basis to share career & experiential education opportunities, data, and other relevant information, and to create consistency between curriculum and industry needs.

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

Keep Social Justice, Equity, Diversity, and Inclusion at the forefront of curriculum development.

In the area of External Relations:

Establish relationships with alumni, employers, and community partners to develop robust experiential education and career opportunities within the Blue Economy and life science industries.

Continuously evaluate and assess employer hiring trends to expand sustainable & effective pipeline development in the areas of the blue economy and life sciences.

Keep Social Justice, Equity, Diversity, and Inclusion at the forefront of career development education and promote equity focused initiatives on behalf of external partners and student organizations.

Serve as the main point of contact representing CCEE for new and developing initiatives within the blue economy and life science sectors at the state and local government level, as well as within private industry.

Remain up to date on initiatives impacting workforce development, employment trends, and experiential learning opportunities as they relate to the blue economy and life science industries. Communicate frequently with campus partners regarding the workforce development needs and connection to majors/curriculum.

In the area of Events & Programming:

Create annual recruiting timelines with employers to include virtual and in person events and recruiting opportunities designed to support and engage students in experiential learning and career pathways.

Design and facilitate special events and workshops in collaboration with campus and industry experts, with the goal of creating a robust network of external partners in the areas of life science and the blue economy.

Collaborate with CCEE Assistant Directors to collect and evaluate student and employer engagement data.

Continually report on recent graduate, experiential, recruiting trends, and career data to key stakeholders.

In the area of Administration:

Gather data in collaboration with the Assistant Director of Career Success 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 the experiential learning opportunities.

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.

May attend evening events.

LICENSES, TOOLS, AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree; Minimum of two years of experience working with students in career-related advising capacity or in experiential learning in higher education (full or part-time, professional, and/or graduate work included), OR Minimum of two years of experience in employer relations, community relations, collegiate recruiting and/or program development; Demonstrated experience designing and/or evaluating experiential learning opportunities within higher education; Demonstrated experience with the blue economy and life science industries; Demonstrated organizational skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience in career and/or experiential education coordination; Demonstrated experience working 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 higher education or in a related field; and Demonstrated subject matter expert-level knowledge specific to the blue economy, life science industry, and related fields.

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