

Class Code:..... .0397
Position#: (PSA) . (E) .7376
Developed by:.....SG
Reviewed by:.....BK
Approved by:.....LK
Date:..08/98;03/02;11/17

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Events, Center for Career and Experiential Education

DIVISION: Academic Affairs (University College for Academic Success)

REPORTS TO: Director, Career and Experiential Education

GRADE: 8

SUPERVISES: Student employees

BASIC FUNCTION:

Coordinate logistical support of the University's on-campus recruiting program. Implement and oversee daily activities involved with the program, including campus interview scheduling, informational sessions, and resume referrals. Market the on-campus interview program and employer visits to students, staff, faculty, and potential recruiting employers. Responsible for oversight and logistical programming associated with career fairs and networking events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and direct the On-Campus Recruiting Program to plan and execute events in support on-campus recruiting initiatives.

Provide service to existing and new employers by coordinating day-to-day activities and schedules involved in the on-campus recruiting program. Provide information about the on-campus recruiting program and other recruiting options to employers, faculty, and students.

Organize and provide logistical support for all CCEE career fairs and networking events. Schedule buildings/rooms, maintain a database of all registered employers, and provide employers with pertinent information when traveling to campus and engaging with students. Work collaboratively with parking services to ensure ease in employer visits to campus. Create content for the events side of the CCEE website for students and employers.

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/ and 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.

Work collaboratively with assistant directors and center staff to provide information on recruiting, salary and industry trends.

Maintain a detailed record of employer contacts, interview dates, visits, and potential opportunities in the CSM database. Share this information with key stakeholders.

Generate quarterly reports of employer contacts and analytics.

Market employer engagement opportunities to the campus community via social media, and written materials.

Orient employers concerning all facets of the on-campus interview program, guiding them through processes involving pre-selection, open schedules, pre-recruitment activities, referrals to faculty contacts and student organizations, and completion of paperwork.

Train and supervise student employees. Assign tasks and ensure efficient operations. Monitor arrival and distribution of all company literature to students.

Act as the technical coordinator of all relational databases related to on-campus recruiting, and events.

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

Manage the recruiting duties of the Assistant Director in their absence.

OTHER DUTIES AND RESPONSIBILITIES:

When requested, coordinate and provide information concerning job fairs and assist other staff with programs or activities.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's Degree; 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; 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; and, Demonstrated experience utilizing career database software
technology.

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