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

TITLE: Assistant Director, Career Services/Employer Relations
DIVISION: Student Affairs
REPORTS TO: Director, Career Services
GRADE: 12
SUPERVISES: Professional, technical and clerical staff

BASIC FUNCTION:

As part of the Career Services' management team, support the Director in the overall management of the Office of Career Services and Employer Relations. Oversee all aspects of Employer Relations, including for-profit and non-profit companies, organizations and agencies. Maintain excellent relationships with current employers and cultivate new relationships. With the Assistant Director for Career Services, maintain excellent relationships with the University community, and encourage new relationships with faculty, administrators and staff. With the Assistant Director for Career Services, connect well-prepared student candidates to the employment community. Manage all aspects of outreach to the employment community, encouraging program and service participation. Ensure inclusive practices in all Career Services operations. In the absence of the Director and the Assistant Director of Career Services, be responsible for carrying out the Director's responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain and increase outreach to new employers seeking to connect with URI students and graduates.

Provide education and knowledge to employers concerning appropriate recruitment strategies on the URI campus; monitor and ensure employer adherence to federal, state and local employment laws.

Educate Career Services staff regarding employer relations, ensuring consistent message and outreach to the employment community.

Manage the online employer database and career management system used by the University of Rhode Island.

With the Assistant Director of Career Services, serve on the technology management team.

Manage financial operations concerning career events and payment to vendors involved in career events.

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Collaborate with other entities on campus with ties to the employment community, including, but not limited to, the Office of Experiential Education and Community Engagement, and all academic colleges.

Establish procedures for employers to use to access services.

Oversee and manage on-campus interviews, job and internship fairs, networking events, and special employer recruitment efforts.

Assess and evaluate the effectiveness of the Employer Relations Program, and recommend changes/modifications as needed.

Work collaboratively with the Assistant Director for Career Services to ensure the quality and improvement of services and programs to all stakeholders, especially employers. In addition, review, evaluate and recommend systems for continuous improvement in technology acquisition, usage and training.

Serve as Career Services spokesperson in all areas regarding Employer Relations.

Represent the University at national conferences and meetings, and take an active role in regional professional recruitment associations including, but not limited to, NACE, EACE and NEACEFE.

OTHER DUTIES AND RESPONSIBILITIES:

In the absence of the Director and the Assistant Director for Career Services, act as the Director.

Provide presentations to classes and organizations to encourage participation in Career Services programs and offerings.

Serve as part of the Career Services Management Team.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Earned Master's degree; minimum of five years of progressively responsible administrative experience, at least two of which must be in a college or university career services setting, and which includes demonstrated supervisory and leadership experience; demonstrated experience working in a college or university setting in one or more of the following: college relations, human resources, and/or college career services; demonstrated ability to take initiative and to exercise sound judgment in developing relationships

with employing organizations, students, alumni, faculty and staff; demonstrated knowledge of college/university academic programs and their relationships to the job market; demonstrated experience with recruiting and hiring procedures and EEO guidelines; demonstrated experience in using current technology designed for recruiting college-level candidates, such as Experience, CSO Interfase, and/or NACElink; demonstrated strong interpersonal skills, and written and oral communication skills; a demonstrated high level of computer competency, specifically in using the Internet and Web-based applications, using and designing databases, and using word processing and spreadsheet applications; willingness to work flexible hours.

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