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Developed by:....JR, MB
Reviewed by:SG,KS,ME,LK
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Employer Relations (Prospecting and Relationship Management)

DIVISION: Academic Affairs (College of Business)

REPORTS TO: Dean, College of Business

GRADE: 12

SUPERVISES: Professional and support staff

BASIC FUNCTION:

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. Maintain excellent relationships with the College community and collaborate with the Center for Career and Experiential Education (CCEE). Encourage new relationships with faculty, administrators and staff. Collaborate with the College of Business (COB) Career Team and CCEE Coordinators to connect well prepared student candidates to the employment community. Ensure inclusive practices in all Career Education Services operations.

Supervise, coordinate and assist with career and experiential learning activities (jobs, internships, field experiences, project-based learning, service, etc.) in the College of Business, in collaboration with CCEE, to help maximize students' involvement for undergraduate and graduate students.

Supervise and assist COB Career Team in creating high quality learning opportunities in association with career events, including the COB Annual Career Day. Work with the College of Business Dean's Office to update all COB advisory boards with career data and information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain and increase outreach to new employers seeking to connect with URI COB undergraduate and graduate students, regarding internships and jobs.

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

Involve COB Career Team regarding employer relations, ensuring consistent message and outreach to the employment community and undergraduate and graduate students.

Promote and utilize the online employer database (RhodyNet) and update and utilize the career management system used by the College of Business.

Assist in providing data collection regarding job, internship and volunteer postings for on-campus recruiting.

Work closely with CCEE on all facets for on-campus interviewing procedures.

Collaborate with other entities on campus with ties to the employment community, including but not limited to, the CCEE, Alumni Relations and Graduate School.

Establish procedures for employers to help navigate the College of Business career services.

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

Work with faculty and area coordinators and department chairpersons to continually develop new career opportunities for the college and employer development.

Market career opportunities to both internal college (faculty and students) and external (community) partners and employer development.

Work with the COB Director of Development to enhance relationships with alumni and donors.

Work with the College of Business Dean's Office to update departmental web sites regarding career data and career programing.

OTHER DUTIES AND RESPONSIBILITIES:

Provide presentations when necessary to various stakeholders and report out participation in career service programs and offerings.

Serve as part of the URI COB Career Services Team.

Out of state travel may be required.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers, word processing, database management, and spreadsheet software; Microsoft office; Career management technology.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICAITONS:

REQUIRED: Master's degree; Minimum of five years of progressively responsible administrative experience; Demonstrated ability 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; Demonstrated experience using current career management platform technology designed for recruiting college-level candidates (such as, Experience, CSO Interface, and/or NACElink); Demonstrated organizational skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency

in written communication skills; and Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree in higher education, business administration or a related field; Minimum of two years of experience working in a college or university setting in one or more of the following: college career services, college relations, and/or human resources; Demonstrated experience with Equal Employment Opportunity guidelines; Demonstrated experience working within a Business School; Demonstrated computer experience with internet and web-based applications; Demonstrated experience with spreadsheet applications; and; Demonstrated evidence of having or being in the process of obtaining Microsoft Certification.

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