

Employer Relations Coordinator

POSITION ANNOUNCEMENT



The Division of Student Services is seeking candidates for the position of Employer Relations Coordinator. This is a full-time, non-tenure track, 12-month position.

The Employer Relations Coordinator has responsibilities in the Department of Student Success. This position requires a bachelor's degree. Primary job functions and duties and responsibilities are listed below.

About Arkansas Tech University: Founded in 1909, Arkansas Tech University is rich in history and is now one of the fastest growing universities in the region. With an over 50 percent enrollment increase since 1998, the current campus population exceeds 12,000 students. Arkansas Tech University, located in Russellville, Arkansas, is situated in the heart of the Arkansas River Valley Tri-Peaks region. Nestled between the beautiful Ozark and Ouachita Mountains as well as Lake Dardanelle State Park, Russellville offers small town appeal with city benefits. With a population of over 25,000, Russellville is only an hour from the capital city of Little Rock.

About the position: Reporting to the Director of Norman Career Services, the successful candidate will serve as the Employer Relations Coordinator. Responsibilities include cultivating relationships and identifying career opportunities with corporate, nonprofit, and public sector employers. These opportunities will include full-time employment, part-time jobs, and internships for Arkansas Tech students and alumni. Additionally, the Employer Relations Coordinator provides career coaching to students and alumni in their career exploration and development.

Primary Functions:

Employer Development (60%)

- Identify, recruit, and develop relationships with employers.
- Engage in one-on-one contact with prospective employers through personal visits, telephone, direct mail correspondence, and electronic communications.
- Develop relationships with potential and existing employers that will facilitate maximum recruitment of Arkansas Tech students and alumni.
- Initiate contact with alumni and faculty to prospect job opportunities.
- Promote the development of meaningful and mutually beneficial student internships.
- Facilitate and manage employer visits to campus as needed.
- Oversee employer position postings.
- Employ various strategies to generate new employer contacts including collaboration with the Arkansas Tech Alumni Association and Arkansas Tech Foundation, use of prospect databases, and other available resources.
- Actively participate in events sponsored by area business organizations, professional associations, and chambers of commerce.
- Represent Arkansas Tech and Norman Career Services at various external and campus events.
- Provide oversight for career services management system processes for first-time employers.
- Maintain current contact information in applicable databases.

- Enter all appropriate observations related to employer and recruitment activity into database.
- Create and run reports, track contacts, evaluate goals, and develop plans for future contacts.
- Work collaboratively with the Director of Norman Career Services and the Career Counselor to support engagement with recruitment activities.

Career Coaching (40%)

- Work 1-on-1 with students to provide career coaching.
- Administer and assist with career-related workshops, presentations, and programs.
- Assist students with professional skills such as resume writing, graduate school research, and the application process, job and internship searches, and interview preparation.
- Assist students in identifying career goals and the development of career interests.
- Administer and interpret career assessments.

Minimum Requirements:

- Bachelor's degree from a regionally accredited institution.
- 1-3 years of work experience in marketing, customer relations, management, human resources, college student personnel/student affairs or related field.

Preferred Requirements:

- Master's degree in Higher Education Administration, College Student Personnel, Counseling, Student Affairs or related field.
- Excellent communication and interpersonal skills with students, parents, faculty, and business and industry professionals.
- Professional work experience in Student Services at a college or university.
- Dedication to creating a collaborative and creative work environment.
- Ability to develop, lead, and manage multiple projects.
- Detail oriented and the ability to prioritize.
- Proficiency in Microsoft Office software, willingness to learn CareerLink, BANNER Student Information System, and other administrative systems.

Compensation: Salary range is \$32,000-\$36,000 commensurate with experience and qualifications, plus full benefit package including excellent health insurance, vacation, and retirement package.

How to Apply: Send a letter outlining your qualifications, a resume, and contact information for at least five professional references to Brandon T. Wright, Director of Norman Career Services, Doc Bryan Student Services Building 229, Arkansas Tech University, Russellville, AR 72801, (479) 356-6206 or ***via email (preferred)*** at bwright@atu.edu. (AA/EOE)

Applications are due no later than July 16, 2015 at 5:00 pm. Anticipated employment start date is August 17, 2015. This position is subject to a pre-employment criminal background check. A criminal conviction or arrest pending adjudication alone shall not disqualify an applicant in the absence of a relationship to the requirements of the position. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.