

Baylor University is seeking a professional employer liaison with world class customer service skills. The Office of Career and Professional Development is accepting applications for a highly motivated **Employer Relations Specialist** to source and recruit employment clients for Baylor's on-campus interviewing program. To learn more about the position, please continue reading below. To apply, please go to <https://jobs.baylor.edu>.

Position Summary

The Employer Relations Specialist reports to the Director of Employer Relations and manages various aspects of the career services center including providing assistance to prospective employers, interview scheduling, event planning and marketing, and assisting in the management of the department's information systems and data. The successful candidate for this position will also be able to:

- Provide great customer service and possess extraordinary organizational skills
- Enthusiastically "sell" Baylor's career services events to prospective employers
- Communicate effectively both verbally and in writing, and possess professional interpersonal skills
- Manage multiple complex tasks simultaneously
- Represent the university at regional workshops and conferences

Qualifications

A Bachelor's degree, three years of relevant work experience and a Christian faith is required. A Master's degree and five years of relevant work experience are preferred.

The Baylor Experience

Working at Baylor is so much more than simply having a job! As part of the Baylor family, employees not only receive a comprehensive benefits package that includes medical and dental insurance, generous time off, and fantastic automatic retirement contributions*, they also get to experience Baylor.

- Experience a mission driven organization based on a strong Christian commitment (www.baylor.edu/about)
- Experience Baylor academics with outstanding tuition remission for staff and qualified dependents*
- Experience Baylor athletics with reduced admission or free access to athletic events
- Experience our beautiful campus with access to libraries, museums, and recreational facilities such as our fitness center, athletic courts, an indoor swimming pool, and the Baylor marina to name a few
- Experience our great dining facilities and enjoy an employee discount

*For more details and eligibility requirements, please visit www.baylor.edu/hr

To Apply

View the full position description: <https://www1.baylor.edu/jobdescription/?posn=282205>. Please submit an on-line application at <https://jobs.baylor.edu> along with a cover letter and resume.

About Baylor

Baylor University is a private Christian university and a nationally ranked research institution, consistently listed with highest honors among *The Chronicle of Higher Education's "Great Colleges to Work For."* Chartered in 1845 by the Republic of Texas through the efforts of Baptist pioneers, Baylor is the oldest continuously operating university in Texas. The university provides a vibrant campus community for over 16,000 students from all 50 states and more than 80 countries by blending interdisciplinary research with an international reputation for educational excellence and a faculty commitment to teaching and scholarship. Baylor is actively recruiting staff who support our mission as we pursue our bold vision, Pro Futuris.

Baylor University is a private not-for-profit university affiliated with the Baptist General Convention of Texas. As an Affirmative Action/Equal Opportunity employer, Baylor is committed to compliance with all applicable anti-discrimination laws, including those regarding age, race, color, sex, national origin, marital status, pregnancy status, military service, genetic information, and disability. As a religious educational institution, Baylor is lawfully permitted to consider an applicant's religion among its selection criteria. Baylor encourages women, minorities, veterans and individuals with disabilities to apply.

Apply Here: <http://www.Click2Apply.net/dqs47xh6q2>