



**AUBURN UNIVERSITY
AT MONTGOMERY**

ASSESS. EXPLORE. PREPARE. ENGAGE.
AUM CAREER DEVELOPMENT CENTER

Employer Relations Manager

The Auburn University at Montgomery Career Development Center is seeking an Employer Relations Manager. This person will play an integral role in connecting employer organizations with students, faculty, and staff at the university, in order to maximize career opportunities for students and alumni, and to generate support for the university's mission and vision. The Manager will be chiefly responsible for promoting academic programs to the employer community, building new and enhancing existing employer partnerships, and developing targeted opportunities for employers to effectively engage with students and alumni at multiple levels of the university.

Duties and Responsibilities:

Develop new and maintain current employer relationships; work actively to promote recruitment of Auburn University at Montgomery students for career and experiential learning opportunities through direct contact with prospective employers.

Use expert understanding of the Auburn University at Montgomery academic programs, diverse student body, and campus community/organizations to develop and implement customized and efficient strategies to meet employers' hiring needs.

Manage strategic communication with employers; conduct site visits, consultations, and other employer-focused programs and activities.

Advise employers on marketing strategies that will help them build their brands on campus and increase loyalty to Auburn University at Montgomery students.

Identify and leverage existing and emerging technology solutions to create opportunities for students and employers to connect virtually.

Partner with academic departments, Deans, Chairs, faculty, Alumni Affairs, and other University staff to help foster connections to employers and to expand networking and recruitment opportunities for employers with students and alumni.

Ensure accurate records of employer relations contacts, outreach efforts, and student engagement in employer-related activities; regularly write reports and present information on the University's employer relations strategy and activity to internal and external audiences.

Manage processes for tracking and reporting employment statistics for recent graduates, including employer, industry, graduate demographic information, employer location, level of position within the organization, and other relevant statistical information.

Assist with the planning and facilitating of career-related events, workshops and classroom presentations each semester on topics relating to job and internship search strategies and the career development process.

Represent AUM at professional employer-related organizations and events (Chambers of Commerce, trade conferences, public agency forums, business development meetings, etc.)

Remain abreast of best practices and emerging trends in employee recruitment and selection; share research and information with the Career Development Center team and the university community.

Minimum Qualifications:

A Bachelor's Degree in Business Administration, Human Resources, Marketing, Education, Communication or related field and four (4) years of related experience, or Master's Degree and two (2) years of related experience.

How to apply:

Please visit <http://www.jobs.aum.edu/postings/3581>.

Auburn University at Montgomery is an equal opportunity employer committed to excellence through diversity; therefore, we encourage applications from historically underrepresented groups, veterans, and individuals with disabilities.