The **Office of University Career Services** is recruiting for an **Employer Relations Coordinator**.  This position supports the development of employer initiatives including programs, events, and on-campus recruiting activities of all types.  In addition, it contributes to the planning of career-related programming with a focus on the innovative mindset that is the hallmark of Georgia State University.   Under the supervision of the Associate Director of Employer Relations in University Career Services, the Employer Relations Coordinator is responsible for initiating, developing, maintaining, and enhancing employer relationships to ensure robust recruiting and hiring of Georgia State University students and alumni.   This position assists new and existing employers from the corporate, nonprofit, public and private sectors as well as has oversight for a targeted industry area.  The Employer Relations Coordinator works closely with other University Career Services functions to ensure students have internship and career opportunities that fit their career goals.  This position also works closely with faculty to ensure their academic programs are supported with related employers.

**Responsibilities:**

* Pro-actively develop and maintain relationships with recruiting entities.  Identify potential recruiting entities and implement initiatives to connect them with students.  Serve as liaison between students and employers.  Develop resources as required.
* Support all recruiting initiatives through various programming including career fairs, panels, workshops, events, and other related activities.
* Strategically develop and implement new and innovative activities that provide for a robust recruiting environment and engage student interest.  Make on-site visits when appropriate.
* Coordinate and execute the planning, execution and management of career events, including workshops, career fairs, conferences and employer panels. Assist others with career-related events.  May work with regional and state colleagues to collaboratively plan events.
* Participate in professional development activities and represent University Career Services at local, regional and state levels, promoting Georgia State University and student recruitment.
* Use career management system for job approvals, events and resume approvals.
* Provides students and alumni support in using the career management system; assist employers in posting job opportunities and recruiting activities.
* Participate in campus resume reviews and presentation activities.
* Serve as a supervisor to student assistants who support programs and events when assigned.
* Assist with all data management for Employer Relations and other reports as requested.

**Minimum Qualifications:** Bachelor's degree and five years of related experience; or a combination of education and related experience.

**Preferred Qualifications:**

* Knowledge of university career management systems
* Customer service and negotiation skills
* Advanced technology skills to collect data and track accounts
* Highly effective interpersonal skills including communication skills both oral and written