

**The University of Tennessee Institute of Agriculture
Coordinator for Communications and Employer Relations - Herbert
College of Agriculture - 19000000HY**

Regular Full-time, Pay Grade 39

The Herbert College of Agriculture at The University of Tennessee-Knoxville seeks a dynamic individual interested in developing the culture of employer and alumni relations and related communications to enhance student opportunities. The College has approximately 1500 undergraduate students enrolled in 10 majors across seven departments, plus nearly 300 graduate students enrolled across eight departments. A successful applicant will enhance the College's communications abilities and expand the network of employers and alumni to benefit student careers.

This Coordinator I is an exempt, Regular, full-time, 12-month, non-tenure track staff position with commensurate benefits at a pay grade 39. The position will be housed in the Dean's office along with specialists in advising, recruiting, student life and diversity and will report to the associate dean.

Duties/Responsibilities

Develop and maintain relations with key employers, including travel to critical employers, inviting and hosting employers on campus, and facilitating guest lectures from industry personnel. Actively participate in and use AgCareers and/or other pertinent career-related societies to advance opportunities and professional development for students. Utilize existing technology, such as Handshake, for connecting students with employers and maintaining information. Coordinate, manage and oversee the College career fair(s).

Stay current with employment trends and needs, and relate these to students and faculty. Collect and analyze data, and provide reports as needed. In concert with UT Center for Career Development, assist students' career preparations. Connect industry and college students for employment including internships. Assess effectiveness of career preparation and post-graduate employment of students. Oversee special employment or internship programs such as the Herbert Scholars.

Coordinate with the UTIA Office of Institutional Advancement to establish and maintain connections with key alumni to facilitate alumni and student engagement. These efforts will be related to career preparedness of students (e.g., alumni mentoring, etc.) as well as the collection and analysis of alumni employment data [including placement rate, employers, salary, and occupation types/titles (e.g., sales, manager, scientist), using LinkedIn, CareerShift or other media as appropriate]. These efforts will also focus on opportunities for graduates to remain involved in College initiatives through student-alumni-faculty/staff interactions.

Manage College's website and other communication materials with input and assistance from other staff. Work with Marketing & Communications and/or other groups to develop and transmit communications to employers, alumni and students.

Assist with coordination of College or UTIA-wide events as needed (e.g., Recruiting events such as FFA Goodwill Tour, 4-H Roundup, College Scholarship Banquet, Ag Day, Commencement), and meet other duties as assigned. Liaise with other units on and off campus (e.g., Cooperative Extension, Farm Bureau) as needed, including committee service. Work within assigned budget.

Required Qualifications:

Bachelor's degree. Preferred relevant field of study includes communications/marketing, agriculture/natural resources, education, and/or human resources. Some experience in one or more of the following areas: communications or marketing, agriculture/family farm operations, career development, secondary agricultural education, higher education student services, or student advising.

Preferred Qualifications:

Masters degree. Personal or professional experience and/or interest in student development and/or agriculture, natural resources or related areas. Background in, and experience with, communications, developing and implementing career services and employer relations. Background in working with faculty, staff, and/or employers on diversity and inclusionary initiatives. Proficiency in collection, analysis, reporting and interpreting data.

Knowledge/Skills

Excellent verbal, written and electronic communication skills; strong interpersonal skills; ability to act professionally and engage students and employer representatives in productive outcomes; ability to demonstrate self-confidence in interpersonal communications; ability to influence and persuade diverse audiences to new ideas, concepts or programs; ability to conceive, develop, and conduct programs and events; ability to organize students and information; ability to work with faculty, staff, and students to maintain a welcoming and diverse environment; ability to integrate and effectively relay information to stakeholders, colleagues and administration; ability to solve problems and act on own initiative; skilled in commonly used software such as Microsoft Excel and Word; ability to learn and use various software including databases, social media and website management; knowledge of national/regional trends, and effective career preparedness and communications programs. Ability to travel by airline and automobile. Preferred: Skilled in use of multiple forms of electronic communication; ability to work in and occasionally lead teams; knowledge of agriculture, natural resources and relevant career paths and employers; skilled in the art of effectively teaching appropriate behavior; ability to use introductory statistics to evaluate data

Applicants should submit a cover letter describing their interest and qualifications, a resume, and the names, addresses, email and telephone numbers for three references to <http://hr.utk.edu/recruitment>. Review of applications will begin March 18, 2019, and continue until a successful applicant is found. Questions may be directed to Dr. Brent Lamons, search committee chair, at blamons1@utk.edu.

EEO/AA Statement /Non-Discrimination Statement

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to, and will not be discriminated against on the basis of, race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), ADEA (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.