

JOB TITLE: Assistant Director, Employer Recruitment and Relations

REPORTS TO: Director, UAB Career Center

GENERAL SUMMARY

The University of Alabama at Birmingham (UAB), UAB Career Center, seeks a dedicated professional with a passion for employer relations and recruitment which lead to successful career outcomes for more than 21,000 students enrolled at UAB. As a member of the Employer Relations Team within the UAB Career Center, the person in this role will focus on employer partnerships in regions and industries that align with UAB student's career interests. Also, this position will provide support in the data collection and management process. Under the supervision of the Director, the Assistant Director of Employer Relations and Recruitment will direct all employer/parent/alumni development and engagement strategies to measurably impact the outcomes of students and alumni.

JOB RESPONSIBILITIES:

Recruitment (50%)

- Develops recruiting relationships with organizations in the Birmingham Area, nationally and critical international locations.
- Works with employers to facilitate recruiting and develop employer contacts locally and globally through development visits.
- Identifies local partners offering projects, jobs and intern roles that align with our students' interests.
- Develop a prospect list of targeted companies and industries to align with institutional goals.
- Recruit recruiters to campus and facilitate company visits.
- Work with employers from different geographic regions to market the impact of students as valuable employees and the importance of learning transferable and academically relevant skills.
- Identifying and cultivating relationships with companies who do not already have a talent recruitment relationship with UAB.
- Meet one-on-one with employers and direct ways to enhance the professional opportunities and work experiences for students.

Relations (45%)

- Work with students to link to contacts industries through alumni contacts and relationships.
- Work with Assistant Director of Employer Events and Relations on all employer connection events.
- Generate opportunities for undergraduates, graduates, and alumni.
- Will work within a pre-determined travel and expense budget.

THE SUCCESSFUL CANDIDATE FOR THIS POSITION WILL ALSO BE ABLE TO DEMONSTRATE:

- Strong leadership skills and experience
- Exceptional work ethic and professional demeanor
- Strong project management and organizational skills
- Enthusiastically "sell" UAB's career services events to prospective employers
- Effective communicator both verbally and in writing
- Relationship builder and results oriented

MINIMUM REQUIREMENTS:

- Bachelor's degree in HR, Business or related field preferred
- 2-3 years of recruiting, economic development, employer relations, campus recruitment experience.
- Must be able to travel by automobile and airplane and work evening as needed.

- Demonstrated professional experience gained in business development, staffing, or civic government (Workforce Development or para-organizations, e.g., Chamber of Commerce) environments.
- Experience with college recruiting from a higher education or a business perspective.

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