**Assistant Director for Employer Relations**

**Purpose of Position:**

This position reports to the Associate Director of Employer Management and Strategic Initiatives and develops intensive, focused, and purposeful relationships with external partners for the creation of new avenues for internships, experiential learning opportunities, and full-time jobs. Position will create, coordinate, and implement programs that positively impact the career goals of students as well as programs to connect students to a strong career-focused network of professionals, mentors, and others in the community.

**Knowledge and Skills:**

* Ability to work with individuals or groups to prepare and deliver high quality, effective presentations.
* Must be proficient with technology such as CRM management, social media, or other recruitment-related software and interested in identifying and adopting technological advances in the field.
* Well-developed interpersonal marketing and communications skills.
* Must be able to make decisions and work independently, as well as in team situations.

**Education, Experience, Licensure, Certification:**

* Bachelor’s degree required; Master’s degree in human resources, business development, marketing, or other relevant degree preferred.
* 5-8 years of experience in a career services, outplacement, development, recruiting, HR, or higher education environment preferred.
* Experience developing/managing educational and training events and programs.

**Essential Duties & Responsibilities**

1. **Relationship Development and Management (50%)**

* Responsible for the creation of a strategic approach to develop new relationships with employers with specific outcomes relating to new internships, experiential learning opportunities, full-time jobs, as well as expanded networking programs for the University; seeks to develop a strong pipeline of opportunities connecting to the Career Communities of the University Career Center.
* Conducts data mining for lead generation for internships and jobs relevant to the UNC Charlotte population through review of print, electronic, and related media job sites. Includes contact with off-campus employers in the region and state-wide.
* Works with employers across all industries, gathering information on employment trends and professional skill needs. Shares information with career advising staff and the UNC Charlotte community through trainings, meetings, and marketing.
* Working with the Director and Associate Directors, creates and manages a coordinated fund development process for the office
* Maintains active involvement in state, region, and national associations and organizations related to career services and recruiting.
* Provides regular updates on recruiting relationships and development activities visible to career center team.
* Manages UPIP interns on the employer relations team; develops key performance indicators, coaches, and provides a solid learning experience.

1. **Programming and Event Management (30%)**

* Assists in the development and implementation of networking programs to introduce new organizations to the campus community and build brand awareness of recruiting initiatives.
* Supports outreach for specialized networking events by recruiting and securing employer participation.
* Collects and reports relevant recruiting and hiring data to support office trending analysis, reports and student learning.
* Aides in the staffing of employer on-campus events such as career fairs, information sessions, networking events, and other employer/student connecting programs.

1. **Specialized Projects/Other Responsibilities (20%)**

* Researches and stays informed on hiring practices, employment trends and other labor-related issues, shares lessons learned with entire UCC staff.
* Assists in the review and approves job postings, informational session requests, and on-campus recruitment requests.
* Participates in University events including orientations, open house and other functions to promote and represent the University Career Center.
* Assists the career team in other projects as assigned.