**Director - Employer Relations**

**Job ID:** 21208  
**Location:** Tampa, FL  
**Department Number/Name:** 0-0477-000 / Career Services  
**Salary Plan:** Administrative  
**Job Code/Title:** 9512 / Director  
**Hiring Salary:** $78,000 - $81,000  
**Position Number:** 00022872

**ORGANIZATIONAL SUMMARY:**   
The Office of Employer Relations, reporting to Community Engagement and Career Readiness (CECR) under Student Success, is the university's central employment assistance service for students and graduates. The programs and services offered by the Office of Employer Relations are designed to help employers understand the wide variety of talent available to them from across the University of South Florida and to help them develop and connect their recruiting goals to the resources available throughout the university community.

**POSITION SUMMARY:**   
The Director of Employer Relations & Engagement, reporting to the Associate Vice President of Community Engagement & Career Readiness, is responsible for the overall administration, supervision and management of personnel, programs, services, budget and policies related to the delivery of recruitment services that connect students and graduates with organizations hiring for full-time professional employment. Recruitment services include an online job posting service, an employer and candidate database, career fairs, employer information sessions, employer pre-recruitment events and consultation services to assist employers in crafting a customized recruitment plan for USF. The director is also responsible for developing relationships with new employers and expanding relationships with existing employers.

**RESPONSIBILITIES:**

Develop, Grow, and Maximize Relationships with Hiring Organizations:

* The Director of Employer Relations & Engagement serves as the primary liaison between the campus community and employers seeking to hire USF students and graduates.
* Plan and execute an employer engagement strategy to develop new employer relationships to grow available employment opportunities.
* Provide consultation services to employers to assist them in crafting customized recruitment plans.
* Plan and execute targeted recruiting support strategies for non-profit, small and medium size business, and government talent pipelines.
* Plan and execute a combination of on-site employer visits and hosted, on-campus employer visits to market and build awareness of USF academic programs and recruitment services.
* In addition to identification of full-time employment opportunities, collaborate with the Director of Internships and Career Readiness to develop strategic partnerships with organizations that foster part-time employment and a wide range of experiential education opportunities in support of the University's High Impact Practice curricular integration efforts.
* Ensure relationship sustainability with employers and monitor and routinely report on the outcomes of their recruitment efforts.

Support Regional and Statewide Workforce Development Efforts:

* The Director of Employer Relations & Engagement will gather the workforce needs of employers in the markets where USF students and graduates want to work to include knowledge, skill, and ability requirements of employers.
* Actively participate in local, regional, statewide, and national organizations (such as chambers of commerce, economic development agencies, and the Society for Human Resources Management) to understand talent pipeline needs and increase employment opportunities.
* Report out on these intelligence gathering efforts to internal and external audiences.

Provide Leadership for the Delivery of Recruitment Programs & Services:

* The Director of Employer Relations & Engagement leads a team of professionals that develop, implement, & assess recruitment programs & services.
* Lead the creation & maintenance of recruitment materials, promotional collateral, & digital content related to recruitment services.
* Lead the delivery of on-campus employer recruitment events such as career fairs, information sessions, & on-campus interviews.
* Lead in the development & assessment of the USF First Destination Survey, a tool central to outcome assessment for all career readying efforts across the CECR units.
* Conduct routine assessment to identify & support prog and service enhancements consistent with CECR Unit's larger strategic planning goals.
* Manage & direct the efforts of the unit’s prof & support staff, grad assts, & student assistants. Interview & select new employees.
* Assign employees to serve on ad-hoc workgroups and/or lead projects or new initiatives.
* Track progress & completion of employees' projects & annual goals.
* Conduct routine perf reviews.
* Resolve personnel issues.
* Review & approve timesheets & leave requests.

Manage the Career Management and Recruitment System:

* The Director of Employer Relations & Engagement is responsible for ensuring that the career management and recruitment system (currently Handshake) is maintained per vendor specifications (including appropriate upgrades and patches) to ensure the system is functioning and available to support the operations of CECR.
* Conducts routine needs assessments with each of the CECR units, employers, and other stakeholders, to ensure the system is meeting the operational needs of each constituency.
* Ensures the confidentiality, integrity, and security of all records in the system from collection, through use, and final disposition.
* Ensure staff compliance with relevant confidentiality- and employment-related professional and standard codes of ethics; unit, CECR, Student Success, and USF policies; and state and federal laws.
* Collaborate on the integration of technology (i.e. apps, virtual interviews, virtual fairs) into delivery options for Employer Relations services and programs.

Build, Grow, and Maintain Campus Partnerships:

* The Director of Employer Relations & Engagement will collaborate with campus partners to ensure a seamless referral and engagement of students in recruitment services to obtain internships, cooperative education, part-time, or full-time employment.
* Develop and conduct educational and/or training programs related to relationship management, marketing, recruitment best practices, and labor market trends for campus partners.
* Demonstrate to stakeholders how programs and services contribute to student learning and development outcomes.
* Maintain relationships with Office of Corporate Partnerships, Office of Decision Support, and other key on campus partners to contribute to USF workforce development efforts.

Administrative Responsibilities and Other Duties as Assigned:

* Serve as a member of the CECR leadership team, and collaborate with the Associate Vice President for Community Engagement and Career Readiness and CECR leadership team to help develop a broad strategic plan for all of the CECR units.
* Submit revenue forecasts to the Associate Vice President of Community Engagement. Review, revise establish and implement recruitment service policies and procedures for employers and students.
* Ensure services are delivered in compliance with all relevant policies, procedures, and laws.
* Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**Requires a Bachelor's degree from a regionally accredited institution with a minimum of seven years related exempt experience, including five years of managerial experience.  Experience leading a team, project, program or function.

**PREFERRED QUALIFICATIONS:**   
Master's degree in human resources, workforce development, marketing, business or related field with demonstrated success in the development and implementation of client/customer relationship management strategies. Proven competency in cloud-based enterprise system management (especially Handshake) and coordination of recruitment programs. Experience showing progressive leadership in positions that involve supervision of professional staff, budget oversight, and direct interaction with HR directors, recruiters, C-level and senior level executives, in regard to talent acquisition.

**SPECIAL REQUIREMENTS:**  
Knowledge Requirements:

* Knowledge of current state and federal employment laws/regulations
* Knowledge of ethical and legal aspects of candidate referrals and talent recruitment Knowledge of recruitment services and programs typically offered by a campus career service Knowledge of labor market trends and succession planning strategies used by employers Knowledge of current and emerging technology in the talent recruitment field
* Knowledge of how to develop surveys, analyze statistical data, and prepare statistical reports Knowledge and experience in use of career and recruitment management software

**Information for Applicants**This position is subject to a Level 1 criminal background check.

**Job Opening Number:** 21208 **Posting Date:** 05/17/2019 **Posting End Date:** 06/16/2019

**How****To Apply**  
Click on the **Apply Now** button.  When applying to an opening you will have the opportunity to upload a cover letter and resume.

Apply online by completing the required information and attaching your cover letter and resume. Please include your experience as it relates to the qualifications stated above.  YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT. Only online applications are accepted for this position.

Click [here](http://www.usf.edu/employment) for additional tutorial information.

**Equal Employment Opportunity***USF is an equal opportunity, equal access academic institution that embraces diversity in the workplace.*

**Work Location**Campus map and location overview: [USF - Tampa Campus](http://www.usf.edu/about-usf/visit-usf.aspx)

**About USF**  
The University of South Florida System is a high-impact, global research system dedicated to student success. The USF System includes three institutions: USF; USF St. Petersburg; and USF Sarasota-Manatee. The institutions are separately accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. All institutions have distinct missions and their own detailed strategic plans. Serving over 48,000 students, the USF System has an annual budget of $1.6 billion and an annual economic impact of $4.4 billion. USF is a member of the American Athletic Conference.

**Working at USF**With more than 16,000 employees in the USF System, the University of South Florida is one of the largest employers in the Tampa Bay region. At USF you will find opportunities to excel in a rich academic environment that fosters the development and advancement of our employees. We believe in creating a talented, engaged and driven workforce through on-going development and career opportunities. We also offer a first class benefit package that includes medical, dental and life insurance plans, retirement plan options, tuition program and generous leave programs and more.

To learn more about working at USF please visit: [Work Here. Learn Here. Grow Here](http://www.usf.edu/hr).