

Coord, Employer Outreach

Job Code 50018692

General Description

Responsible for employer outreach, especially in the areas of full-time employment, job fairs and on-campus recruiting.

Examples of Duties

Conduct on-site visits for employers and business groups promoting services to business, government, and the non-profit sector to increase job postings, participation in job fairs, and on-campus recruiting by employers.

Participate in employer meetings with companies or organizations that are either current or prospective candidates for OCR events.

Create “innovative methods” and oversee/implement existing instructional methods to improve professionalism and networking skills of students.

Oversee all components of campus interview process.

Provide instruction to employers regarding campus recruitment strategies and activities.

Develop and conduct class and student organization presentations, training sessions and workshops regarding job search tips, campus recruiting/networking, Career Services and Jobs4Cats.

Assess and process all requests for resume referrals, on-campus interview schedules and recruitment activities via Jobs4Cats.

Verify employer meets EEO guidelines and NACE (National Association of Colleges and Employers) principles and ethics.

Collect and generate student learning outcomes assessment data for PACE.

Assist with Job Fairs, workshops, and participate in the review and evaluation of the Career Services’ website and Jobs4Cats.

Market all services provided by Career Services.

Provide instruction and support for PACE-related initiatives involving experiential learning opportunities.

Perform other duties as assigned.

Knowledge, Skills and Abilities

Knowledge of: Related external agencies.

Skill in: Preparing job postings and correspondence, communicating with students, employers and faculty, determining appropriate student outcomes, prioritizing work load, public speaking.

Ability to: Understand policies and procedures, perform basic math, communicate with students, employers and faculty, work under pressure.

Experience and Education

To qualify for this classification, an individual must possess any combination experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements