EMPLOYER ENGAGEMENT COORDINATOR
CAREER SERVICES

POSITION OVERVIEW

The Employer Engagement Coordinator is part of a collaborative team responsible for providing a range of services, programs, and large-scale events supporting the connections between the university’s diverse student and alumni populations with career opportunities. This position serves a primary role in coordinating employer events such as career fairs, tabling events, and information sessions.

OPPORTUNITIES FOR IMPACT

CONNECT STUDENTS TO CAREERS
As the lead for career fairs and support for employer events, this position strengthens opportunities for students to discover and connect to jobs, internship opportunities, and their future employer.

SUPPORT A MODEL OF EMPLOYER ENGAGEMENT AT THE UNIVERSITY
The ways in which companies recruit at the college level is evolving. At TXST we aim to develop events, programs, and resources that not only meet the needs of our employer partners, but also the needs of our student and alumni populations. This presents an opportunity to think creatively about how employers partner with the University and engage with our students.

ESTABLISH A CULTURE OF COLLABORATION
Cultivate and strengthen relationships with departments, faculty, staff, and administrators across campus to ensure the success of our students obtaining their post-graduation goals.

BENEFITS:

- Group Insurance
- Paid Leave
- Longevity Pay
- Academic Release and Tuition Support
- Retirement
- Supplemental Retirement Savings
- Wellness Programs
- Work Life & Employee Assistance Program
- Employee Discount Program
- Mother-Friendly Worksite
- For more information click here

HIRING OFFICE CONTACT:
Laura Jones
512.245.2645
laura.jones@txstate.edu

NEXT STEPS:
For information on applying, please visit jobs.hr.txstate.edu

Texas State University is an Equal Employment Opportunity/Affirmative Action Employer, committed to inclusive thought and action in support of our diverse community. Individuals from historically underrepresented groups and all those who share our commitment to inclusivity and passion for the strength of our diversity are strongly encouraged to apply. Texas State University is a tobacco-free campus. | If you require accommodations due to a disability in order to participate, please contact 512.245.2645 at least 72 hours in advance of the event.

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM
EMPLOYER ENGAGEMENT COORDINATOR
CAREER SERVICES

ATTRIBUTES OF THE SUCCESSFUL CANDIDATE:

• Enjoys building and maintaining relationships with a variety of stakeholders, from faculty partners to local employers and “big-name” tech companies
• Excellent with details, but can also “go with the flow”
• Finds logistics and event planning to be fun
• Interested in gaining more knowledge about career paths, developing industries, workforce trends, and college recruiting
• Strives to proactively find solutions for the best service and collaboration across the University

CAREER CENTER STATS

• 19 FULL TIME EMPLOYEES AND 13 GRADUATE STUDENTS AND INTERNS
• COMPREHENSIVE OFFICE RENOVATION SCHEDULED FOR FALL 2022
• OVER 500 EMPLOYERS RECRUITING ON CAMPUS

REQUIRED QUALIFICATIONS:

• Bachelor’s degree
• Direct experience in the development and implementation of an event or program
• Evidence of customer/client service experience or relationship building
• Excellent written and verbal communication skills
• Excellent organization skills and attention to detail

PREFERRED QUALIFICATIONS:

• Bachelor’s degree or certificate in human resources, business administration, hospitality, or similar
• Master’s degree in higher education, human resources, or related field
• Experience in a career services office or working with the college-age population
• Experience with human resources or college recruiting, within higher education or a corporate setting
• Proficient in Microsoft Office Suite (Word, Excel, Outlook)
• Experience with the Handshake platform
• Strong organizational and analytical skills
• Independent decision-making and problem-solving ability
• Ability to work independently and as a team member
• Experience with design tools such as Adobe Suite or Canva
RESPONSIBILITIES:

- Coordinate career fairs including managing logistics, employer communication, marketing, catering, and payments.
- Develop a strong working knowledge of Handshake, the university’s online career management system, to educate and train employers on best practices including event registration, job campaigns, and posting jobs.
- Promote opportunities for employers to engage in virtual and hybrid recruiting activities.
- Develop and maintain relationships with corporate employers.
- Manage employer recruiting activities via Handshake, Microsoft Excel, and other programs to track and collect relevant employer and recruiting data.
- Manage approvals of employer events on Handshake as well as market and distribute events to key campus partners.
- Provide direction to employers regarding recruiting strategies and engagement opportunities across campus.
- Assist in the coordination of employer-led career educational programming.
- Maintain current knowledge of key industry trends and identify areas of opportunities for students and young alumni.
- Support the Assistant Director in developing strategies for employer recruitment by utilizing data on student and employer engagement, following trends in recruiting and career services, and reviewing the hiring results of employers.
- Verify that employers recruiting with the University meet Equal Employment Opportunity and National Association of Colleges and Employers principles and ethics.
- Participate in campus committees and teams.
- Support initiatives of the Employer Engagement team and Career Services office.

“It’s great to be a part of a team working towards helping students succeed in their post-graduation goals! Whether it’s helping with resumes, practicing for an interview, educating about skills and industry trends, or making connections with potential employers – everyone collaborates to achieve this common goal, while having fun along the way!”

- LAURA JONES, ASST. DIR. EMPLOYER ENGAGEMENT
ABOUT THE DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs contributes to the retention, graduation, and career development of a high quality, diverse student population through a student-centered and student learning approach. We provide thoughtfully curated spaces and deliver innovative co-curricular programs and services designed to foster inclusive student involvement, engagement, and a sense of belonging.

ABOUT TEXAS STATE UNIVERSITY

Texas State University encompasses two campuses and other locations across central Texas and has seen the student body grow to more than 38,000 students including approximately 33,000 undergraduate and 5,000 graduate and post-baccalaureate students. This growth reflects the mission of the university to serve the citizens of Texas and to play a leading role in preparing the workforce for the coming decades. Closely mirroring the demographics of the State of Texas, 11 percent of the student body identifies as Black or African American, 39 percent Hispanic, 43 percent White, and 4 percent with another race or ethnicity. One percent of the student body is International. In addition, 96 percent of Texas State students are from Texas, coming from every county in the state. Texas State is celebrating its 10th anniversary as a Hispanic Serving Institution and ranks 13th in the nation for total bachelor’s degrees awarded to Hispanic students. As an Emerging Research University with a Carnegie classification of Doctoral University: High Research Activity, Texas State offers opportunities for discovery and innovation to faculty and students. For more information, please visit the Texas State University website.

EMPLOYER ENGAGEMENT COORDINATOR

CAREER SERVICES