

POSITION DESCRIPTION

TITLE: **Employer Relations and Events Coordinator - (Exempt)**

Collective Bargaining - Eligible

Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.

JOB SUMMARY:

The Employer Relations and Events Coordinator is responsible for coordinating all recruiting and networking events within the Career Development Center and in partnership with faculty for career development events. The Employer Relations and Events Coordinator will build and maintain relationships with employers, alumni, and community partners in order to engage them in appropriate events and programming. This position reports to the Director of Career Development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Collaborates with members of the employer relations team to track internship opportunities, internship to job conversion, and employer engagement, and recruiting event success rates.
- Builds and manages relationships with community partners seeking to recruit St. Mary's talent for internships and jobs.
- Coordinates marketing of off-campus opportunities to students, including coordination of advising support during the application process.
- Reviews and provides feedback on student and alumni application materials.
- Manages all aspects of recruiting and networking events both on and off campus including career fairs, employer information sessions, interview events, recruiting field trips, networking events, etc.
- Collaborates with employer relations team to offer professional development programming for new and existing community partners.
- Represents the Career Development Center during campus-wide events including recruitment, new student, and alumni events.
- Presents workshops and informational sessions to various constituents including current and prospective students.
- Produces regular reports highlighting employer engagement, conversation rates, internship opportunities, etc.

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- Teaching Responsibilities:
 - Teaches one one-credit Professional Pathways LEAD course per academic semester (total of two one-credit LEAD courses per academic year).
 - CCPD staff will be prioritized to fill open Adjunct Instructor slots for the one-credit Professional Pathways LEAD courses each academic semester, before any other college staff, faculty, or external candidates are considered.
 - Serves as one of the secondary substitutes if a LEAD Adjunct Instructor is sick or unavailable.
 - Compensation includes \$1,100 per credit each academic semester, totaling \$2,200 per year for two credits.
- Answers questions from students, parents, faculty, staff, and community members regarding Career Development Center programs and services.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree; Master's degree preferred.
- Experience: Two years' experience within a higher education, counseling, or career advising environment.
- Prior success coordinating large scale and intimate events.
- Excellent written and oral communication skills.
- Proven attention to detail, organizational abilities, and capacity to multi-task effectively in a fast-paced dynamic environment.
- Ability to attend events that may occur on weekends and evenings.
- Must possess a valid driver's license.
- Ability to lift approximately twenty-five (25) pounds.
- Proficiency with MS Office and digital and social media tools.
- Ability to work effectively with a diverse group of internal and external contacts.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.