

**University of New Haven**  
**Employer Relations Manager, Career Development**  
**Search #13-48**

The Employer Relations Manager is a re- designed position within the UNH Career Development Center that will focus on building strategic relationships with regional employers for the purpose of locating internship and job opportunities for graduate and undergraduate students, as well as alumni. Will work closely with the Executive Director of Career Development to build a strategic employer development plan to identify key industry clusters and to build an effective outreach program with employers.

Responsibilities of this position include:

- Devise and execute a strategic employer development plan with the goal of increasing on and off campus recruiting opportunities for UNH students and alumni from all degree programs.
- Develop relationships with employers from diverse organizations -- ranging from federal and local governments, to Fortune 100 to small start-up companies in for-profit and non-profit sectors.
- Identify target employers and establish working relationships with hiring managers. Attend local and regional networking and recruiting events, make on-site employer visits, and host employer visits on campus.
- Coordinate all aspects of the On-Campus Recruiting Program including employer information sessions (manage employer schedules, secure space for campus interviews, market OCR jobs to student through electronic and print media, host employers while on campus for interviews or information sessions, summarize program data and outcomes, collect employer feedback through various means)
- Lead employer recruiting efforts for annual on-campus career fairs
- Proactively coordinate with CDC staff, academic departments, and Student Affairs colleagues to align recruiting activities with other curricular and co-curricular activities; Strategically develop and plan a Fall & Spring recruiting calendar
- Work autonomously and provide strategic insight to proactively identify opportunities to enhance the OCR Program and employer relations efforts in general
- Prepare students, in conjunction with CDC colleagues, for on-campus recruiting programs
- Develop proficiency with the CDC online recruiting system (Symplicity) to assist in posting opportunities and connecting students with employers
- Be actively involved in annual Graduate Outcomes Survey process that tracks alumni employment/advanced education outcomes

Candidate should have 3-5 years demonstrated experience in employment recruiting, business development, sales, human resources, or related business-to-business consulting. Specific experience in higher education is desired, but not required. Ideal candidate should possess strong skills in interpersonal communication, relationship development, follow up skills, contract management, and needs assessment. The ability to think strategically and creatively in developing employer outreach plans.

- Experience in, and strong knowledge of, human resources and talent recruiting practices
- Ability to handle multiple tasks and constant interruptions
- Willingness to travel locally, as well as regionally within the Boston-New York City corridor
- Experience working within the Tri-State and New England business communities is strongly preferred
- A minimum of a Bachelor's degree is required

To apply please submit cover letter and resumes via email to:

[hrdept@newhaven.edu](mailto:hrdept@newhaven.edu)

Please reference **Search #13-48** in the subject line of your email for consideration

Review of applications will begin immediately and continue until a successful candidate is selected.

The University of New Haven is a private, top-tier comprehensive university recognized as a national leader in experiential education. Founded in 1920, the University has an 80-acre main campus, along with satellite campuses located throughout the state and abroad. UNH has an enrollment of approximately 6,400, including nearly 1,800 graduate students and more than 4,600 undergraduates – the majority of whom reside in University housing. The University offers 75 undergraduate and graduate degree programs in the arts and sciences, business, criminal justice, engineering and forensic sciences. Conveniently located near downtown New Haven, the University provides employees with a comprehensive benefit package and a professional, productive and pleasant work environment. Women and minority candidates are encouraged to apply.

**The University of New Haven is an Equal Opportunity/Affirmative Action Employer**