Search 20-19A
Position Title: Employer Relation Manager

The University of New Haven Career Development Center is seeking an Employer Relations Manager to help grow the relationships and student outcomes driven focus for the Center. This position builds relationships with employers for the purpose of on-campus recruiting, supports students in their internship and job searches, and helps coordinate employer relations activities, programs, and events.

SUPERVISION RECEIVED: Executive Director of Career Development & Assistant Director, Employer Relations

SUPERVISION EXERCISED: Student employees

CORE DUTIES:

- Working under the Assistant Director for Employer Relations and the Executive Director, this position will manage a portfolio of employers, alumni, and organizations for the development of jobs, internships, and related experiential opportunities for students.
- Will develop relationships with alumni, recruiters, business managers, and human resources staff in a variety of organizations that lead to on-campus recruiting, site visits, and repeat recruiting opportunities. Attend local and regional networking and recruiting events, make on-site employer visits, and host employer visits on campus.
- Create collaborative partnerships with faculty, staff, and alumni from targeted areas to increase student and faculty engagement with campus recruiting opportunities.
- Meet with and provide support to students seeking internships and job opportunities at the graduate and undergraduate level. Provide advice and coaching on job/internship searching, LinkedIn, resume/cover letters, interviewing, and networking. Prepare students, in conjunction with CDC colleagues, for on-campus recruiting programs.
- Collaborate with colleagues to 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, 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.

University of New Haven is an Equal Opportunity, Affirmative Action Employer.
SECONDARY DUTIES:

- Work closely with the employer relations team to coordinate activities, set up and run recruiting events, maintain employer related data, and conduct follow ups with employer partners, as needed.
- Schedule on-campus recruiting events, organize interview schedules, arrange virtual and live employer engagements, and maintain participation data.
- Develop proficiency with recruiting system (AcadeME) to assist in posting opportunities and connecting students with employers.

QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- 2+ years' 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.
- Strong skills in interpersonal communication, relationship development, follow up, contact management, and needs assessment. Ability to handle multiple tasks and constant interruptions.
- Willingness to travel locally, as well as regionally within the Boston-New York City corridor.
- Strong technical skills to maintain data records, conduct internet searches, organize and share information, and update online resources.
- A minimum of a Bachelor’s degree is required.

HOW TO APPLY

Please send a cover letter, resume, and list of 3-5 references and their contact information to: via email to hrdept@newhaven.edu. Please make sure to reference Search # 20-19A in the subject line.