



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Staff Vacancy

Position: Associate Director - Employer Relations

EEO # SA 5-17

Description

The Associate Director manages employer outreach and engagement to raise the profile, number and quality of job and internship opportunities for UL Lafayette students and alumni. The Associate Director serves as the liaison between Career Services, Corporate and Foundation Relations, deans and academic departments, and employers.

Responsibilities

Increase Employer and Opportunity Outreach and Sourcing:

- Participate in developing and executing the Career Services' employer development plan. Lead the employer development initiatives for Career Services by working collaboratively with all academic departments and Corporate and Foundation Relations.
- Establish new employer contacts and strengthen current employer contacts through outreach activities such as cold calls, mass mailings, and individual employer visits. Participate in employer development activities with local, state and national associations.
- Schedule and conduct employer visits to determine hiring needs and promote the university's students and alumni as a potential candidate pool.
- Provide consultation for employers in devising effective, customized strategies for their campus relations and recruiting initiatives.
- Develop "Target List" of employers along with academic departments, development, foundation, and corporate relations and participate in strategic planning to cultivate and develop relationships.
- Attend meetings of academic advisors/faculty members, provide current information associated with their respective academic units, and inform academic units of current Career Services activities and services.
- Serve as primary Career Services liaison for faculty and staff members for the exchange of information and referrals between respective academic unit and Career Services.
- Maintain, update, and expand electronic employer database.
- Create outcome reports and materials to reflect efforts, connections, and engagements.

Qualifications

Education

Bachelor's degree. Preferred: Master's degree in student affairs, human resource management, business, or a related discipline.

Experience

Five years of experience in a corporate or university career services environment. Experience in sales, marketing, negotiation, and strategic planning. Preferred: five years of relevant experience in either Human Resources/College Employment Recruiting or Employer Development.

Skills

Must possess a dynamic, professional demeanor with exceptional organization, written and oral communication skills. Ability to oversee multiple tasks with attention to detail, a motivated/enthusiastic work style.

Ability to work in a fast-paced environment with a broad range of internal and external constituents including students, employers, alumni, faculty, and staff.

Ability to work nights and weekends and have the ability to travel to employer meetings and industry conferences.

University and Community

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 19,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. UL Lafayette consists of nine degree-granting units: Arts, B.I. Moody III College of Business Administration, Education, Engineering, Graduate School, Liberal Arts, Nursing and Allied Health Professions, Ray P. Authement College of Sciences, and University College. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

Located midway between New Orleans and Houston, Lafayette is the heart of Louisiana's Acadian-Creole region. The city of over 126,000 is part of the Lafayette-Acadiana area, which has a total population of 616,000 and is one of Louisiana's fastest-growing metropolitan areas. Lafayette serves as the base of Louisiana's offshore oil industry, as well as the financial, retail, and medical center for South-Central Louisiana.

Anticipated start date: Immediate

Application: Candidate review will begin immediately. For initial consideration, applications should be received by **October 18, 2017**. Review of applications will continue until the position is filled. Applicants should send a cover letter, resume, and the names and contact information of three references to:

Chairperson/Career Services
Associate Director Employer Relations
University of Louisiana at Lafayette
P.O. Box 43583
Lafayette, LA 70504
or email to: kimberlyb@louisiana.edu

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