Director, Employer & Alumni Connections

THE UNIVERSITY OF ROCHESTER
Application Deadline: March 30, 2016
Apply: http://universityofrochester.jobs/

PURPOSE: Provide strategic leadership and vision for UR’s employer & experiential development and recruitment programs including: employer outreach strategy, employer segmentation and development, mechanisms for employer and alumni involvement on campus, coordination with campus offices (development, corporate relations, alumni relations, other career centers as needed), on campus interviewing and other employer-focused programs. Oversee evaluation, outcome measurement, and recruitment statistics and data. Steward relationships with employers to increase recruiting opportunities and outcomes for students. Lead efforts to establish campus recruiting policies for students, employers, faculty and staff in accordance with professional standards. Lead and supervise employer & experiential development team. Serves as part of Forecasting management team.

RESPONSIBILITIES: The main responsibilities will include but not be limited to:

STRATEGIC PLANNING (25%)
- With the executive director, set the strategic vision for the employer, business, and experiential development staff and lead all staff in developing and implementing shared strategic priorities; monitor and report progress toward strategic goals and objectives.
- Lead the comprehensive department strategy to ensure that employers and community needs are met through recruiting efforts with UR and to ensure that students and alumni have access to relevant and timely recruiting programs and opportunities.
- Plan and manage the recruitment programs necessary to expand internship and employment opportunities for students ensuring a mutually beneficial experience for students and employers.
- Coordinate efforts with campus offices to ensure efficient relationship management and development with employers and community members. Campus constituents that are of particular importance include: development officers, alumni relations staff, corporate relations, community engagement, academic deans.
- Consult and effectively collaborate regularly with staff to share student, industry, employer, and other relevant information and to create/Implement services and programs that anticipate or respond to trends in the preparation, recruiting and hiring of students.
- Regularly conduct gap analysis of employer & experiential development program and campus recruiting efforts based on benchmark data and create reports outlining strengths, weaknesses, opportunities, threats and improvement plans; implement initiatives to address any potential gaps.
- Evaluate regularly employer and student recruiting policies and student privacy policies in accordance with professional association standards (NACE) as necessary; communicate to students and employers as appropriate.
- Ensure all university rules, policies, regulations, and internal customer service expectations are followed.

RELATIONSHIP DEVELOPMENT (50%)
- Develop and maintain employer relationships and work actively to promote on-campus and remote recruitment of students by desirable employers in accordance with employer & experiential development plan.
- Coordinate and implement outreach to active employers in line with strategy.
- Steward existing employers through recruitment lifecycle including in person, electronic, and phone communication in alignment with employer development plan.
- Work with employer partners to create baseline of alumni within a given firm and discuss how to strengthen recruitment pipeline and identify additional recruitment opportunities.
- Participate (and create where necessary) in various local, state, regional and national organizations to increase internship and employment opportunities for students (Chambers of Commerce, state consortiums, etc).
- Assist employers in building their brands on campus in collaboration with communications coordinator; advise employers on marketing strategies and set expectations about number of student applicants per job and internship postings(s), event participation and student involvement; ensure adequate and creative marketing of employer postings and events.
- Communicate employer feedback about student readiness and industry recruiting trends to team.
LEADERSHIP & SUPERVISION (15%)

- Assist in the management of office operations and in representing career services to the campus community.
- Provide support and assistance in setting performance goals, reaching goals, and engaging in self-appraisal. Conduct annual appraisals of staff.
- Encourage staff development and growth. Showcase and encourage successful staff effort at the campus, local, regional, and national levels.
- Continually improve and seek professional development opportunities/feedback on supervision style and approaches to better enhance staff development, morale, and cohesion.
- With Executive Director, determine allocation of department operating budget targeting employer development and relationship management.
- Lead and direct several major office-wide administrative functions.
- Directly supervise, hire, train, evaluate and provide work direction and problem solving assistance for team.

PROJECT MANAGEMENT/ADMINISTRATIVE DUTIES (10%)

- Provide leadership for, coordination of, or assistance with various special programs and projects in line with strategic planning process of Career Center.
- Cross-Functional Teams and University Initiatives – serve on various cross-functional teams to promote the vision and direction of Career Center; contribute to the strategic planning in order to evolve center services and programs.
- Represent UR and the center in local and national professional associations and conferences in order to stay current with industry standards and changes, revise programs to reflect trends, and increase the center’s visibility among professionals in the field.
- Participate in university committees providing representation of the career center on community issues.
- Enter data into University systems and databases as needed and ensure consistent data sharing with campus departments.

REQUIREMENTS:

Required
- Master’s degree required with emphasis on counseling, student affairs, higher education or related field preferred. Would also consider MBA or degree in Human Resources or other fields applicable to Higher Education environment.
- Demonstrated experience working in and fostering a diverse faculty, staff, and student environment or commitment to do so as a staff member at UR.
- Strategic planning and implementation; goal-setting skills.
- Supervision and leadership skills experience.
- Exceptional communication (written, oral, presentation). Demonstrated proficiency designing and delivering presentations.

Preferred
- Minimum of 5-7 years experience in career services, a higher education setting or related area.
- Awareness of trends within higher education, career services, employment marketplace and economy.
- Outcomes assessment and evaluation strategies experience.
- Ability to assess and report student-learning outcomes.
- Project management experience.
- Ability to embrace and drive change and to organize and effectively manage multiple priorities, programs, and projects.
- Ability to use social media and database systems.
- Demonstrated experience leading teams and developing positive relationships, partnerships, and alliances.
- Ability to collaborate cross-functionally in the office environment and to interface with employers, students, alumni, faculty, and university administrators.
- Budget management experience a plus.

About the University of Rochester

The University of Rochester, one of the country’s top-tier research universities, is comprised of Arts, Sciences, and Engineering and five schools—Eastman School of Music, School of Medicine and Dentistry, School of Nursing, Simon Business School, and Warner School of Education. “Meliora”- meaning “ever better” - distinguishes the value and way of life that has shaped the institution since its founding in 1850. Enrolling approximately 10,500 undergraduate and graduate students, the University promotes a highly personalized approach to learning. Students in The College - the undergraduate
division of Arts, Sciences and Engineering - pursue their passions by choosing a major in one of the three divisions (Humanities, Natural Sciences/Engineering, and Social Sciences) and taking thematic three-course clusters in the other two areas. Educating global citizens, embedding career preparation into the student experience, and expanding experiential learning opportunities are key institutional strategic priorities. Located in Western New York, the city of Rochester has a decidedly entrepreneurial spirit, a resilient economy, and a rich cultural life contributing to its reputation as a “top ten college town” and a “top ten most livable city in America.”

About the Gwen M. Greene Career & Internship Center

Vision: Lead the U of R Community to create innovative career connections for student and alumni success

Under new leadership, the Gwen M. Greene Career & Internship Center is redefining career services at the University of Rochester to become an innovative and collaborative force for the career development or our students and alumni community. The Career Center serves undergraduate and graduate students in the Colleges of Arts, Sciences and Engineering. We actively partner with career professionals in other schools at the University, including the Simon School of Business, the Warner Graduate School of Education, the Eastman School of Music, and the School of Medicine and Dentistry. We are seeking individuals that will bring energy, innovation, passion and a strategic approach to career development and services. The Career Center is undergoing an exciting transformation and we are looking for professionals to join us to make this transformation a reality and greatly impact the lives of the people that are part of our community.

Through our work over the past 8 months, we have achieved many accomplishments and garnered support from University administration and leadership for initiatives to make career planning more central to the education of University of Rochester students. Some of these accomplishments are:

- Launching a new technology platform - Handshake - to better engage students with our office
- Plans for a renovated physical space to increase office space and create a more connected space
- The addition of 2 new full-time positions and a re-organization of roles and responsibilities to maximize our effectiveness; proposals for additional positions pending
- Career services is a major pillar and component in the vision of the Office of Advancement
- Led a committee on internships for the campus community bringing together campus partners committed to delivering quality internship experiences to students and employers
- New collaborative efforts with: Student Activities, Rochester Center for Community Leadership, Advancement, Admissions, Residential Life, Institutional Research, and the Student Association (student government) and leaders from student organizations
- Extensive travel with Advancement Division throughout the country to visit prospects and employer partners
- Continued commitment to students through our signature programs (CIC) and advising services

About Rochester

This metropolitan region situated on the southern shore of Lake Ontario is also part of New York’s breathtaking Finger Lakes region. Known for its vast selection of family-oriented activities and attractions, Rochester hosts nearly two million visitors each year. The third largest city in New York State, the greater Rochester region is inhabited by a little more than one million people. Conveniently located, Rochester is a six-hour drive from New York City, 3 1/2 hours from Toronto and 90 minutes from Niagara Falls.