Job Description: Coordinator, Employer Relations
60% time 12 month

Employer Outreach (60%)

☐ Develop and maintain relationships and regular communications with employers (local, state, and nation-wide) to ensure repeat recruiting visits designed to provide internship student employment and professional opportunities for EWU students and alumni (E)

☐ Perform outreach through cold calling employers (E)

☐ Represent institution at meetings of targeted professional organizations

☐ Arrange and confirm recruiting company information

☐ Represent the university at recruitment events held on and off campus to educate employers on the university’s programs

☐ Participate regularly in local community business events such as chamber of commerce and the Inland Northwest Society of Human Resource Management monthly meetings

Staff Networking (15%)

☐ Work closely with Career Services staff to share information on recruiting trends and to collaborate on special projects (E)

☐ Connect employer information with college liaisons to ensure smooth hand off of employer needs (E)

☐ Network with other university constituents such as academic departments, EWU Alumni and EWU Advancement

☐ Assist Career Services director with current and potential corporate donors to ensure financial support (E)

☐ Develop recruiting tools (job announcements, email, web site postings, brochures, etc. to promote Career Services programs

Records Management (25%)

☐ Maintain detailed records of employer contacts, services utilized and potential opportunities (E)

☐ Establish and maintain detailed database of corporate contacts, company interview dates, visits and cancellations (E)

☐ Compile statistical information regarding business development (E)

☐ Generate quarterly reports of employer contacts (E)

☐ Develop and implement policies and procedures to ensure a high-quality recruiting program that reflects the needs and expectations of employers and students (E)

Qualifications

☐ Bachelor’s Degree required in human resource management, communications or related field preferred

☐ Two years experience in higher education

☐ Ability to effectively work both independently and as a part of a team

☐ Excellent oral and written communication skills