

Job Title	Employer Relations Assistant
PVN ID	BM-1801-002295
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Center for Career Development
Status	Full Time
Annual Salary	\$35,000.00 - \$45,000.00
Hour(s) a Week	35
Closing Date	Aug 07, 2018 (Or Until Filled)

General Description

The Employer Relations Assistant reports to the Director of the Center for Career Development or a designee. The Center for Career Development prepares students for jobs and internships by providing students with all the necessary resources, tools and information to be successful in their future careers.

Other Duties

Responsibilities include the following:

- Provide employer relations and career preparation activities to students seeking employment
- Promotes the Center for Career Development services to various communities and interested parties
- Coordinate with employers and partner programs to provide job and internship opportunities for students
- Contact employers to market BMCC and the capabilities of our students
- Assist in organizing events such as job fairs, career days, employer tabling, and other student career-related programs
- Facilitate employer requests and job postings in Symplicity, a career services management system
- Conduct career preparation activities such as workshops and advising for students
- Work with other BMCC departments as well as CUNY entities to ensure comprehensive outreach and follow-up
- Perform other related duties as assigned.

Qualifications

- A Bachelor's degree **and** at least two (2) years job development experience required.
- The ideal candidate must demonstrate excellent interpersonal, oral, writing, computer and presentation skills, as well as the ability to initiate projects and work with students, faculty and staff of diverse backgrounds.
- A dynamic individual who can work independently or under general supervision providing courteous, accurate, and timely service.
- Employer relations experience and networking skills, preferably in an educational or non-profit organization is desirable.
- Proficiency in the Microsoft Office Suite; also with career-related software and platforms such as the Symplicity Career Services Module.
- Must be available to work evening hours and weekends as necessary.