

Job Title	Employer Relations Assistant
PVN ID	LA-2001-003486
Category	Instruction and Social Service
Location	LAGUARDIA C. C.

Department

Status	Part Time
Hourly Rate	\$19.00
Hour(s) a Week	19.00
Closing Date	Feb 24, 2020 (Or Until Filled)

General Description

As a member of the Employment Services Team of the Center for Career & Professional Development (CCPD), the Employer Relations Assistant is responsible for assisting with employer relations, recruiting, and all activities related to employment events and programs.

- Assist with the development of employer relationships to expand the range of employer recruiting activities for full-time/part-time employment opportunities and internships.
- Actively pursues recruiter contacts as well as other hiring sources for students and alumni.
- Networks with chambers of commerce, employers, and professional associations for recruiting purposes.
- Conduct Internet research, develop knowledge of employment trends, and keep abreast of student needs in diverse academic areas.
- Assist with the coordination and scheduling of career events, employer site visits (on and off-campus), information sessions, fairs, job and internship postings, recruitment tabling and on-site interviews.
- Support the CCPD director with the development of surveys to gain information about employer-recruiting needs, quality of recruiting services provided, and other employee-related data management in order to improve the recruiting program.
- Assist with guidelines for student participation in the recruiting program, including recruiting deadlines, procedures, and schedules.
- Distribute employer events and recruitment information calendar to all students and academic departments through a variety of advertising media.
- Maintain student/employer databases, Career Connect (Symplicity), and research outcomes/statistics including job and internship placements.
- Provide support to the CCPD Director in a variety of university, community, and other networking events, visits to employer sites, and hosting organizations on campus for employer development and cultivation purposes.
- Assist students by conducting resume/cover letter critiques and job/internship search strategies as well as providing guidance regarding application procedures.

- Collaborate with other employer relations colleagues from the divisions of Academic Affairs, Institutional Advancement, and Adult and Continuing Education.

Other Duties

Qualifications

- Minimum of a Bachelor's degree and one year of experience in a related field.
- Pursuing a Master's degree in higher education, psychology, public administration or related field preferred.
- Possess strong interpersonal, oral, and written communication skills with attention to detail and proven leadership.
- Be a dynamic individual who can work independently and under general supervision to provide courteous and accurate customer service to all students, visitors, and the campus community.
- Strong organization, project management, communication, and facilitation skills.
- Have proficiency in Microsoft Office Suite, career-related software, and social media.
- Available to work Monday or Thursday evening, and weekends if needed.