

<b>Job Title</b>	Alumni and Employer Engagement Specialist
<b>PVN ID</b>	QC-1808-002686
<b>Category</b>	Managerial and Professional
<b>Location</b>	QUEENS COLLEGE
<b>Department</b>	Center for Career Engagement and Interns
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 01, 2018 (Or Until Filled)

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## General Description

**Queens College, CUNY** was established in 1937 to offer a strong liberal arts education to the working classes, QC provides students access to a high-quality, accessible, and affordable education, on a campus where our diverse student body is well supported by a collegial and inclusive faculty and staff, and where we regularly exercise our commitment to the cultural, economic, and educational vitality of NYC. We are an institution with a vigorous enrollment of 16,600 undergraduate students and 3,200 graduate students.

**The Center for Career Engagement and Internships** offers a wide range of career guidance, road maps, and information for students on career education. Our career educators assist students with their exploration, internships /job search preparation and strategies. The Center offers World of Work credit-bearing classes; sponsors networking events for students, alumni and employers, career panel, employer information sessions and traditional career workshops on internships, resume/cover letter writing, and interviewing.

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## Other Duties

Strategically cultivate and engage employers, students, alumni, and faculty to maximize students' career outcomes.

Responsibilities:

- Facilitate employers' relationships with Queens College students, faculty, staff, alumni association, foundation, etc.
- Collaborate with designated college liaisons and faculty/staff to increase students and alumni career opportunities and access
- Identify and track alumni working in various industries to engage in partnerships with the Career Center

as mentors, guest speakers, presenters, panelists, employers, etc.

- Communicate and collaborate with Institutional Advancement and Alumni Affairs about increasing alumni engagement
- Discuss strategies and collect data to assist companies in measuring the effectiveness of recruitment partnership
- Track and conduct ongoing assessment of alumni and employer engagement efforts
- Strategically identify and build relationships with state, regional, national, and international employers for recruitment of students and alumni
- Increase university's visibility with top NY employers, professional associations and community partners
- Expand quality and quantity of employers engagement regarding internships, jobs, diversity and leadership programs to identify qualified candidates
- Coordinate networking opportunities for students, alumni, employers and professional associations
- Provide career coaching to students and alumni transitioning after college opportunities including employment and graduate/professional schools
- Utilize LinkedIn as an effective tool to engage employers and alumni
- Recruit and solicit employers' participation in programs and events with career center, academic departments and student clubs
- Work with Communications and Marketing team to develop consistent branding on and off-campus
- Collaborate with the Dean of Social Sciences on the Business forums

## Qualifications

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- Bachelor's degree required
- Experience in human resource management, business, or a related discipline
- Experience in a corporate or university career services environment