University of Houston

The online posting and application can be found at https://jobs.uh.edu/postings/search

Position Information

Job Title	Associate Director Employer Development and Relations
Job Type	Staff
Posting Number	S004265
Hiring Department	University Career Services:H0215
Grade	UHE 111
Hiring Range	$4463.00 -$5804.00
Full Time/Part Time	Full-time
App Type Search By	External / Internal
Job Description	Responsible for developing and managing key employer relationships to increase student networks, employer engagement opportunities, build employer brand awareness, increase employer internships and employment opportunities that support the University Career Services (UCS) Strategic Vision. Assess, develop, and execute a new employer development strategy for the University targeting employers with the strongest potential to expand hiring of UH students for internship and full-time employment. Serves as a member of the UCS leadership team to set goals and priorities for the center, specifically those pertinent to employer development. Collaborates with internal senior staff to develop and execute assessment metrics and feedback to inform overall strategic decisions and operations; leads the Employer Development Relations team to coordinate the effectiveness of on-campus and off-campus activities. Manage and lead Career Services professional staff and student staff to advance employer development.

	Partner with Alumni Relations to create a baseline of key alumni to strengthen and identify job development opportunities.
	Work closely with Associate Director of Career Counseling, and Assistant Director of Alumni Career Services, to increase University-wide internships and employee recruitment.
	Assist internal employers with their presence and brand on campus; create adequate marketing opportunities to advertise employer events and postings, and works with employers to develop internships and other various experiential opportunities that increase student's professional success.
	Represent the University and Career Services at local, regional, and national professional association conferences and professional development workshops.
	Prepares annual reports on recruiting & employer development data. Administration and Supervision.
	Manage all aspects of the staffing process including hiring, training, supervising and evaluating direct reports, assists the Director in fulfilling related departmental administrative responsibilities.
	Performs other job-related duties as required.
Minimum Qualifications	Requires application of advanced principles, techniques and theory in a professional discipline or a thorough general business management knowledge.
	Knowledge of this level is typically obtained through a directly job-related Master's degree or equivalent formal training in a recognized field of specialization that is directly related to the type of work being performed.
	Requires a minimum of three (3) years of directly job-related experience.
Additional Posting Information	**The University of Houston is a Tobacco free campus.**
Retirement Program	TRS
Minimum Posting Date	06/24/2016
Job Open Date	06/10/2016

Expected Closing Date On or Before	
Open Until Filled	No

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you have 3-5 years' experience working in an employer relations role within career services?
   - Yes
   - No
2. * Do you have experience supervising professional staff?

   (Open Ended Question)

3. * Do you have experience leading a team to accomplish a strategic goal?
   - yes
   - no
4. * Please indicate the highest level of education you have completed.
   - High school diploma or GED
   - Some College
   - Associate's degree
   - Bachelor's degree
   - Master's degree
   - Ph.D.
   - Other Terminal degree
5. * Please indicate the number of years of full-time paid work experience you have in a related field.
   - less than 1 year
   - 1 year
   - 2 years
   - 3 years
   - 4 years
   - 5 years
   - 6 years
   - 7 years or more

Applicant Documents

Required Documents

1. Resume

Optional Documents