

Assistant Director for Employer Relations (4517U), Career
Center - 40091
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=191648>

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Posted Aug. 3, 2022, set to expire Nov. 30, 2022

Job Title	Assistant Director for Employer Relations (4517U), Career Center - 40091
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 3, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Affairs Public Relations/Marketing
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Job Description

Assistant Director for Employer Relations (4517U), Career Center - 40091

About Berkeley At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff. The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. We are looking for equity-minded applicants who represent the full diversity of

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California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our Guiding Values and Principles, our Principles of Community, and our Strategic Plan. Departmental Overview Berkeley's Career Center plays a critical role in preparing students for graduation and beyond. The Center helps undergraduate students, graduate students, and recent alumni make informed decisions about their futures by providing comprehensive resources, programs, career counseling, externships and internships, and employment and professional /graduate school options - whether they are building upon a liberal arts education, leveraging their academic preparation in business or engineering, envisioning a future in medicine, or seeking a career in the corporate or nonprofit workforce. Application Review Date The First Review Date for this job is: August 16, 2022. For full consideration please apply by August 22, 2022 Responsibilities Events Management

Research, design and develop strategic employer/graduate schools career fairs and forums.
Identify emerging fair and event needs and conducts analysis to determine scope and size of new events within the context of the overall strategic plan for Employer Relations.
Adjust strategic plan to address shifts in students' needs and changes in job market trends.
Plan and coordinate event logistics with multiple campus and off-campus service vendors to produce smooth-running, effective events.
Negotiate costs and confirm all advance vendor arrangements (parking on/off campus, facilities layouts, courier orders, catering, and shipping arrangements).
Provide on-site management of other Career Center staff, multiple vendors, student organizations, and volunteers at each event.
Develop professional guidelines for student organizations when they volunteer at fairs.
Manage the Career Fair Management system that supports all event management functions, including event registrations, confirmations, fee collections, employer and student marketing, and reporting.
Develop new ways to use the system to streamline processes.
Identify and troubleshoot technical issues.
Acts as main liaison to business operations, to make final decisions about vendors, and financial management of all fairs.

Employer Engagement

Manages databases designed for delivering specialized products and services.
Develops expertise in Handshake or equivalent career management platform and makes

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recommendations for optimal use of the platform to employers, students, campus stakeholders, and Career Center staff.

Establishes new relationships on campus and with corporations and other organizations related to career opportunities for specific constituencies.

Promote partnerships and enhance the campus's relationship with outside organizations.

Collaborates with the Counseling team to establish connections through Career Fair support, site visits and fielding calls and emails from interested hiring organizations.

Manages annual Employers Roundtable for Berkeley Circle members -- a premiere event to educate employers on current student career issues and discuss important trends and strategies vital to the continued success of the Career Center.

Coordinates employer outreach for the purpose of obtaining employer sponsorship of Career Center services.

Collaborates with the leadership team to review and develop new employer visibility service options and marketing strategies as needed to increase participation and generate revenue.

In collaboration with the counseling team, provides consultation for employers regarding effective campus recruiting, branding and visibility strategies.

Develops guidelines for Employer Relations staff to advise employers/graduate school recruiters regarding best/alternative fair options, recruiting resources, etc.

Leadership

Analyze and review event data, to determine, in consultation with leadership, future fee structures, vendor budgets, revenue sharing, and other financial touchpoints of the fair.

Consult and collaborate effectively and regularly with managers to create/implement programs and services in the career center that anticipate or respond to trends in recruiting/hiring.

Develop and enforce relevant employer policies and procedures as they relate to fairs and forums.

Oversee the organization of a recruiting calendar to ensure the team is prepared for each recruiting cycle and can connect employers with students when they are ready to hire.

Conduct needs assessments and collaborates with faculty and other members of the University community in events and services design and development.

Consult with Career Center managers, counselors and/or campus partners regarding events to coordinate with ancillary programming or special considerations (e.g., invitations to campus donors).

Benchmark resources and services with other campus units or college/university career centers as needed.

Respond to inquiries from employers, prospective employers, corporate partners, alumni, students, and prospective students.

Consult with employers to help them optimize their recruiting strategies on campus.

Obtain information about recruiting trends and best practices to influence changes to Career Center

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programming.

Monitor organizations registered to attend fairs to anticipate possible issues/or protests (e.g., military, medical testing, oil companies, international employers with human rights issues) and advise appropriate campus entities of potential need for concern.

Supervise employer relations administrative assistant(s).

Execute Administrative Functions

Utilize career center software systems and apply current technologies to enhance service delivery, including online resources.

Researches, evaluates, and updates specialized, online career resources.

Utilizes knowledge of employer needs to create and improve specialized content for the Career Center website.

Develop marketing materials as needed.

Participate in office and/or campus committees.

Attend and actively contribute to staff and unit meetings.

Research and organize economic and employment trend information and synthesize information to create relevant and meaningful content and presentations.

Pursue professional development opportunities which will enhance their understanding of trends as they relate to their position and the field in general.

Required Qualifications

Advanced knowledge of career development practices and job search techniques.

Knowledge of and/or ability to learn UC programs, career services, employer, alumni, and faculty needs and expectations, recruiting and staffing methods, employment trends.

Strong program and project management skills and the ability to influence and bring together teams, collaborate, and delegate in order to execute complex events and initiatives.

Excellent writing, presentation, and organizational skills.

An advanced understanding and ability to work with and serve individuals from diverse backgrounds.

Advanced project management skills, including skills to plan and implement successful events.

Skill to recognize potential areas of constituency concern and address, resolve and/or mitigate problems or issues.

Advanced knowledge of employers, the labor market, and employment trends, both locally and nationally, as related to hiring students from a top-tier public university.

Demonstrated experience in establishing effective working relationships with a variety of partners, including staff of all levels, faculty, employers and alumni; understanding of the political acumen needed to be effective.



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Advanced understanding and creativity in designing specialized employer services that are appropriate for all levels of students and alumni seeking careers in all sectors of employment (business/industry, government, not-for-profit, etc.) and that utilize the latest technology to ensure effective program delivery and access.

Experience and proficiency with incorporating the use of technology to deliver career services.

Education

Advanced degree in related area and / or equivalent experience / training.

Preferred Qualifications

Three-five years work experience within a business, industry, education or social service work environment and/or equivalent training or experience.

Evidence of program management experience, including systems/information management, program development, program review and budgeting and/or equivalent training or experience.

Strongly prefer experience with employer relations and recruiting activity and/or equivalent training or experience.

Salary & Benefits

This is a full-time (40 hours/week), career position, and eligible for full UC benefits.

This is an exempt, monthly paid position. The annual salary is commensurate with experience within the range of \$80,000.00 - \$90,000.00.

For information on the comprehensive benefits package offered by the University visit:

<https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply Please submit your cover letter and resume as a single attachment when applying.

Please upload the document in the Resume section, then skip the (optional) Cover Letter upload section.

Other Information This is a hybrid position, with 40% remote work eligibility.
Conviction History Background This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.
Equal Employment Opportunity The University of California is an Equal Opportunity/Affirmative Action Employer. All

qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:



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N/A

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