

Assistant Director, Employer Engagement
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=235643>

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Posted May 6, 2024, set to expire Sep. 5, 2024

Job Title Assistant Director, Employer Engagement
Department Employer Relations & Career Center Operations for the
Stevens Career Center
Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted May 6, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Student Affairs
Public Relations/Marketing
Administration - General

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director--Employer-Engagement_RQ27999-1

Apply By Email

Job Description

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Reporting to the Director, Employer Relations & Career Center Operations for the Stevens Career Center, the Assistant Director, Employer Engagement actively supports a student-centered career center which serves an undergraduate and graduate population pursuing degrees in engineering, the sciences, business and management, the humanities and the fine arts. The Assistant Director, Employer Engagement, is responsible for establishing and expanding employer relationships and

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recruitment opportunities.

ESSENTIAL RESPONSIBILITIES

Employer Engagement

- Strategically cultivates and strengthens relationships with employers, students, alumni, faculty, development, and corporate relations.
- Manages the design and delivery of recruiting activities for undergraduate and graduate students. Organizes the annual recruiting calendar, including deadlines and processes.
- Schedules and oversees a variety of on-campus and virtual recruiting events such as employer information sessions, interviews, and career fairs. • Ensures and takes ownership of achieving student attendance goals for employer/alumni recruiting events. Takes immediate actions to increase student engagement using creative tactics to ensure employers view Stevens as a top school for recruitment and hiring.
- Surveys employers to gather hiring data and to ensure continuous improvement related to the quality of engagement services.
- Conduct an ongoing assessment of employer relations efforts and provide feedback on their effectiveness. Oversee the management of the recruitment-tracking database and contact management platforms.
- Designs comprehensive employer engagement and employer retention strategies and advises employers on recruitment best practices at Stevens.
- Work closely with the Co-op Program staff to develop internship and cooperative education opportunities for students. Understands and stays abreast of placement outcomes and develops recruitment strategies to increase hiring.
- Ensure employer adherence to policies and changes in early-career hiring practices.
- Establishes guidelines for student participation in recruiting programs and events. Enforces student adherence to recruiting deadlines, policies, and schedules.
- Ensures the development of high-quality marketing materials and ensures the career center website stays updated.
- Represents the career center in a variety of events, including new student orientation, admissions events, faculty collaborations, recruiting visits to employer sites, and hosting organizations on campus for employer development and cultivation purposes.
- Willingness to work weekends and evenings as needed.
- Performs other duties as assigned.

Staff Management

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- Recruits, hires, supervises, trains, and develops a team of employer relations professionals. Oversees onboard to ensure role clarity.
- Establishes team and individual goals and conducts annual and mid-year performance reviews.
- Evaluates the work performance of direct reports. Identify and communicate areas for improvement, including providing constructive feedback through verbal conversations, written documentation, and taking disciplinary actions when needed.
- Establish appropriate boundaries to ensure the department and team remains equitable for all staff.
- Identify and participate in ongoing training and development to advance staff management, supervisor, and leadership skills.

QUALIFICATIONS

- Bachelors degree required, masters degree preferred
- At least five years of relevant work experience in employer relations, program management, career services, corporate recruiting, or business development.
- At least one year supervisory experience is desired.
- Demonstrates an ability to work with diverse student populations and serves as an advocate for diversity.

KNOWLEDGE & SKILLS

- Possess an understanding of computer applications with proficiency in Word, Outlook, Excel, and PowerPoint.
- Experience using a career management system such as Handshake or Symplicity desired.
- Ability to exercise responsible independent judgement.
- Interprets and translates perspectives and advocates for various constituents.
- Supports college diversity/EEO policies.
- Possesses a professional demeanor and thrives in a fast-paced environment.
- Demonstrates attention to detail and the ability to remain organized while successfully managing competing priorities.

Department

Career Services

General Submission Guidelines:

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Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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