

Assistant Director of Employer Relations - Career
Services
Tufts University

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Posted May 29, 2024, set to expire Dec. 31, 2024

Job Title	Assistant Director of Employer Relations - Career Services
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	May 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Human Resources
Job Website	https://jobs.tufts.edu/jobs/20540?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts Career Center provides comprehensive career development assistance to undergraduates, graduate students, and alumni from the School of Arts and Sciences, School of Engineering, and the SMFA at Tufts. We provide individual career advising, online resources, workshops, career and internship fairs, networking and presentations with alumni and employers, job and internship search assistance, and online job and internship listings. Through the Campus Recruiting Program, the employer relations team within the Career Center works closely with employers to arrange various types of programming including workshops, resume collections and interviews, industry nights, as well as career fairs throughout the academic year.

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What You'll Do

As a member of the Employer Relations team in the Tufts Career Center, the Assistant Director supports a comprehensive employer engagement effort to increase internship and full-time opportunities for students and alumni. The position involves daily relationship building with contacts from corporations, non-profits/NGO's and government agencies. The Assistant Director will help identify employer partners in various assigned industry sectors and develop strategies to engage these organizations in Tufts recruiting activities and events. The Assistant Director will regularly participate in employer engagement (on and off site) to consult with organization representatives on recruiting strategies; therefore, they must be able to clearly and convincingly articulate the value of a Tufts education and effectively market Jumbos to potential new employers. The Assistant Director is part of a broader team that implements marketing strategies for the Career Center to ensure high visibility, engagement, and integration across the university community and beyond.

Employer Relations:

- Identify and develop new relationships with diverse employers across the private, non-profit, and public sectors, in key areas of interest to our students to expand the opportunities available for full-time employment and internships.
- Foster a strong alumni network within the private and public sectors to increase our ability to connect with hiring managers and opportunities.
- Daily engagement with the career center online recruitment platform, Handshake.
- Gathers and utilizes employer and hiring data as well as creates and utilizes surveys for various employer engagement events to assess student interest and ROI for employer activities each year.
- Expand interaction of employers and students through career fairs, info sessions, site visits, virtual events, networking nights, off campus recruiting events and other creative means.
- Develop appropriate marketing materials (web, print, email) to represent the University to employers.
- Steward positive relationships with employers who have active recruiting programs with Tufts and coach all employers on how to increase their visibility through a variety of methods on-campus.
- Facilitate consultative conversations with employers around diversity initiatives and support employers with expanding these efforts through a partnership with Tufts University.
- Link employers with appropriate faculty and departments as requested.
- Conduct assessment of current employers according to industries and majors recruited and survey students to assess interests.
- Provide career opportunities to a diverse student population and make all opportunities accessible to all students as well as infuse a diverse perspective in programming, events, and created content.
- Collaborate with faculty and other offices to develop and promote services/resources and recruiting options to students/alumni/employers.
- Partner with Recruiting Coordinator to support and expand the Recruiting Program.
- Work with alumni career services staff to identify alumni contacts in potential hiring organizations.
- Maintain current knowledge and educate constituents on industry trends, employer culture, and hiring processes in assigned industry/sectors.

Marketing and Communications:

- Develops, implements, and evaluates outreach strategies and initiatives to various constituencies.
- Serves as the employer relations representative on the marketing committee that meets weekly.

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- Serves as a liaison to one of the identity-based centers on-campus in order to partner on developing resources, programming, and provide on-going communication between the offices.
- Drafts, edits, and coordinates the design of polished, and effective digital and print content including: program announcements, outreach brochures and materials, Career Center website content, feature stories, e-news, programs, invitations and press releases, and creates and publishes blog posts for the employer relations team website (4-6) per semester as well as contributes to the monthly Employer Newsletter.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's Degree and 2-3 years of related professional experience including: career/academic advising, business operations, communications/marketing, recruiting or human resources
- Strong relationship building, program management, event planning, problem-solving and communication skills
- Proven presentation skills and comfort level in dealing with the business, public sector and academic communities as well as a diverse population of students, alumni, faculty, parents and employers
- Knowledge of national trends in career services, the job market, and diverse student populations
- Demonstrated experience and commitment to diversity, equity, and inclusion
- Excellent written and oral communication skills, strong customer focus, attention to detail and an ability to deal with frequent interruptions
- Ability to market Tufts students and establish relationships with employers
- Strong technical skills: database management and familiarity with web-based recruiting software (Handshake preferred), client management systems, Microsoft Office (including excel) and online resources. Expertise in social media such as LinkedIn, Facebook, Twitter, and blogs
- A demonstrated commitment to building an inclusive environment within the Career Center
- Knowledge of general office procedures including proficiency in MS Office
- Must be willing to travel and work evenings and occasional weekends as needed

Preferred Qualifications:

- Master's Degree in Higher Education, Counseling, or related field of study

Special Work Schedule Requirements:

This is a hybrid position expected to be in the office 2-3 days per week. The role may also need additional days in the office depending on employer engagement activities during a given week. There will be some evenings and/or weekends expected for various events such as career fairs, networking nights, as well as other meetings and career center activities.

Pay Range

Minimum \$57,900.00, Midpoint \$72,450.00, Maximum \$87,000.00



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Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact

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