

Assistant Director, Employer Relations  
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=242435>

Downloaded On: Aug. 15, 2024 10:22am

Posted Jul. 31, 2024, set to expire Nov. 28, 2024

**Job Title** Assistant Director, Employer Relations  
**Department** Employer Relations & Recruiting  
**Institution** Worcester Polytechnic Institute  
Worcester, Massachusetts

**Date Posted** Jul. 31, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Human Resources

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**Job Description**

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**JOB TITLE**

Assistant Director, Employer Relations

**LOCATION**

Worcester

**DEPARTMENT NAME**

Employer Relations & Recruiting

**DIVISION NAME**

Worcester Polytechnic Institute - WPI

**JOB DESCRIPTION SUMMARY**

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Assist the Associate Director, Employer Relations and WPI's Career Development Center (CDC) in managing activities, which focus on employer-related services and programs. These activities primarily include managing core recruiting services for the office, facilitating recruiting programs and events, and assisting with employer outreach efforts. This individual will provide career advising to students and programmatic duties and office processes.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity and inclusion.

### **JOB DESCRIPTION**

#### **Responsibilities:**

Cultivate employer partnerships to galvanize & increase engagement within the WPI community by:

- Developing and executing strategies to cultivate partnerships with employers to increase employer engagement and job opportunities for students and alumni.
- Conducting employer calls to assist employer partners with developing effective recruiting strategies on campus dependent on employer and student needs.
- Creating and implementing plans for building partnerships with employers by developing a range of activities and events that provide opportunities for employers to engage with students and alumni.
- Coordinating career fairs, employer presentations, employer visits, and other events that engage employers with students and alumni. Oversee the implementation of these programs, ensuring that they are effective and meet the needs of employers and students.
- Engaging with other departments and units on campus to promote employer engagement and provide students with access to resources that support their career development.
- Evaluating the effectiveness of employer relations programs and make recommendations for improvements based on the data gathered.
- Generating marketing content to communicate recruiting opportunities and best practices to employer partners.
- Manage the CDC employer approval and job posting approval processes.

Manage recruiting management system to ensure supportive student and employer user experience by:

- Overseeing the operation of Handshake, manage user accounts, and ensure data is accurately and securely stored.
- Configuring the system to meet the specific needs of the career development center, including

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setting up system templates, scheduling on-campus interviews, and customizing reporting functionality.

- Providing training to staff members and employers on how to use the system effectively, including setting up accounts, posting jobs, and scheduling interviews.
- Providing technical support to staff members and employers who use the system, including troubleshooting issues and answering questions about the system.
- Ensuring the system's data is accurate and up-to-date, including job postings, employer profiles, and student accounts.
- Generating reports on system usage and effectiveness, including metrics such as job postings, employer engagement, and student hires.
- Collaborating with campus partners to integrate the recruiting management system with other campus systems, such as student information systems and career development resources.
- Evaluating the effectiveness of the recruiting management system, including user feedback, system usage, and system performance, and make recommendations for improvements.

Advise students and alumni on career development and job search strategies by:

- Conducting assessments to help students and alumni identify their strengths, interests, values, and skills.
- Advising students and alumni on potential career paths that align with the student's and/or the alumni's interests, values, and skills; including researching industries and specific job titles, providing labor market information, and advising on career trends.
- Assisting students and alumni in developing effective job search strategies, advising on networking, job search websites, social media, and job fairs
- Providing students and alumni with career-related resources, such as job postings, internships, and career-related events.
- Collaborating with other departments on campus, including academic departments, student services, and The Office of Lifetime Engagement, to provide comprehensive career development services.

Serve as an event manager for Career Development Center events and career fairs by:

- Developing event plans and timelines, including venue selection, event promotion, registration, catering, and logistics.
- Managing event budgets, including expense tracking and invoice management
- Coordinating all aspects of event logistics, including vendor management, participant communication, transportation, and on-site support.
- Communicating effectively with event participants, including students, employers, faculty, staff,

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- and vendors, to ensure a positive experience for all.
- Developing and executing promotional strategies to attract participants to events, including email campaigns, social media, and advertising.
- Conducting post-event evaluations to assess the success of events and identify areas for improvement.
- Working collaboratively with other departments and organizations to develop and execute successful events.
- Serving as a Liaison for multiple Departments and student organizations on campus to assist in their specific career activity and planning needs.
- Ensuring that events comply with all applicable laws and regulations, including health and safety regulations, accessibility requirements, and university policies.

Manage department student workers by:

- Hiring candidates and providing them with adequate training to ensure that they understand their roles and responsibilities, as well as the policies and procedures of the CDC.
- Supervising and monitoring the work of student workers to ensure that they are performing their duties effectively and efficiently.
- Creating and maintaining work schedules for student workers to ensure that tasks are completed on time and that there is adequate coverage during peak times.
- Maintaining regular communication with student workers to ensure that they are aware of any changes in policies or procedures, as well as any upcoming projects or events.
- Monitoring the budget allocated for student workers, ensuring that it is being used effectively and efficiently.
- Resolving conflicts that may arise between student workers, and between student workers and other staff members.

### Requirements:

- 4 year bachelors degree
- 2 years of experience
- Graduate degree preferred.

Salary range: \$57,000 - \$61,000. WPI's [benefits package](#) includes a robust retirement match, wellness perks, tuition assistance and more!

This is an on-site role with the opportunity for a flexible, hybrid schedule following a 6-month review



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### **FLSA STATUS**

United States of America (Exempt)

**WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.**

**To apply, visit:** [https://wpi.wd5.myworkdayjobs.com/en-US/WPI\\_External\\_Career\\_Site/job/Worcester/Assistant-Director--Employer-Relations\\_R0002903](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Assistant-Director--Employer-Relations_R0002903)

### **About WPI**

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

### **Diversity & Inclusion at WPI**

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

### **Contact Information**

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

**Contact**

N/A

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