

Associate Director, Employer Relations and External  
Engagement  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=232213>

Downloaded On: May. 18, 2024 8:39pm

Posted Mar. 1, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Associate Director, Employer Relations and External Engagement
<b>Department</b>	Career Design Center
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Mar. 1, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Human Resources
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/48890">https://www.ubjobs.buffalo.edu/postings/48890</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The Division of Student Life invites applications for the **Associate Director, Employer Relations and External Engagement** role within the [Career Design Center](#). In this role, you will enhance the successful employment of all students in collaboration with the Director.

Your responsibilities include:

- Serve as a member of the Career Design leadership team; collaborate with colleagues to create, communicate, and implement the departmental strategic plan.
- Recruit, select, and train professional, graduate assistants, and student employees in

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support of achieving the departmental goals and objectives.

- Develop a university-wide experiential learning program.
- Build and maintain relationships with recruiters and external stakeholders across industries and geographies; develop relationship management metrics and targeted marketing campaigns to monitor growth of recruitment opportunities and hiring outcomes.
- Plan, coordinate, and market recruitment events to connect students with potential employers.
- Contribute to the development of an annual budget and oversee specific program budgets.
- Utilize data-informed decision-making to enhance and develop strategic programming.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

### **About Student Life**

As a member of Student Life, you will join service professionals, all driven by one shared set of values designed to help ensure students' well-being, create a safe and supportive environment, and promote student success. In Student Life, growth is a shared passion. We aim for excellence, thinking big and going bold. We pursue our goals tenaciously while stewarding the student experience. We build communities and advance diversity in all forms. We encourage discovery and celebrate success.

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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University at Buffalo is an affirmative action equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

**Minimum Qualifications**

- Bachelor's degree.
- A minimum of 3 years of experience in higher education, human resources, recruitment or related field.
- Supervisory experience.

**Preferred Qualifications**

- Master's degree from an accredited college or university.
- A minimum of 5 years of direct experience in a progressively responsible role in higher education leadership, Career Services, training and development, college recruiting or closely related role.
- A minimum of 1 year of supervisory experience of professional staff members.
- Demonstrated experience working with diverse populations.

**Contact Information**

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

**Contact**

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