

Florida Atlantic University's Career Development Center is currently seeking a Director for Employer Relations.

The Director for Employer Relations is responsible for the supervision, management and execution of recruitment services and programs that connect FAU students and alumni with employers for hiring purposes. Includes cultivation of internships, Co-ops, externships, part-time and professional full-time employment opportunities. Provide leadership and vision for the employer relations team. Includes oversight for on campus interview program, job posting portal and resume database, employer information sessions, pre-recruitment events, career fairs and other recruitment events. Provide consultation services to assist with on boarding of employers and development of a strategic campus recruitment approach for FAU. Connect employers to the FAU colleges to cultivate ties to the academic departments. Establish recruitment policies and operational procedures. Supervise employer relations team and develop the vision, direction and initiatives for employer relations in support of the university wide strategic plan. Cultivate and steward employer partnerships. Assist employers in heightening their campus brand and recruitment goals for FAU. Manage assessment and reporting on recruitment activity and hiring outcomes. Develops employer policies and stays abreast of hiring practices and national recruiting trends. Serves on Executive Director's Leadership Team along with Director for Career Advising, Counseling & Education and the Director for Internships/Co-ops. Serves on the Corporate Council Industry Advisory Board as well as the FL Career Centers Employer Relations group and attends annual meeting. Serve as liaison to FAU College(s).

Qualifications include:

A Master's degree in an appropriate area of specialization and six (6) years of experience in the field of human resources, recruitment, higher education, counseling, and career services including program management; or a Bachelor's degree in an appropriate area of specialization and eight (8) years of experience in the field of human resources, recruitment, higher education, counseling, and career services including program management required.

Exceptional verbal and written communication skills, leadership skills and organizational skills. Ability to organize events and programs, superior attention to detail, and the ability to multi-task is required.

A working knowledge of Microsoft Word, Outlook and Excel is required. Familiarity with the CSO Research Interface Career Management System or National Association of Colleges & Employers' (NACE) NACELink & Symplicity Career Services Manager (CSM) system and its family of associated programs is strongly preferred.

A valid driver license is required.

For more information and to apply, visit <https://jobs.fau.edu> (Position 979516). Florida Atlantic University is an Equal Opportunity/Equal Access Institution. Individuals with disabilities, requiring accommodation, please call 561-297-3057. TTY/TDD 1-800-955-8771.

Apply Here: <http://www.Click2Apply.net/db6stty>