

## **Midwestern State University Career Management Center**

**Position:** Employer Relations Coordinator

**Available Start Date:** June 1, 2008

**Compensation:** Commensurate with experience

**Principle Responsibilities Include:** Manage the CMC recruiting program including coordinating on-campus recruiting and career fairs; maintaining career management software; and enhancing employer services. Lead the CMC job development efforts for full time, part-time, and internship opportunities. Provide strategic direction to expand and diversify employer participation in the CMC recruiting program. Conduct on-site employer development activities with organizations and industries. Develop and implement creative programs for increasing the visibility of students/alumni to employers.

**Qualifications:** Bachelor's degree required. Master's degree preferred. Experience in career services or employer relations desired; including, knowledge of job development services and building working relationships with business, industry, students, alumni and university personnel. Strong public speaking skills and presentation development experience required. Candidate must be team oriented; possess outstanding skills with regard to organization, leadership, professionalism, interpersonal, and oral and written communication; demonstrate knowledge of marketing and promotions, database management, program evaluation, and labor market trends; and have proven ability to set priorities, objectives, and conduct long range planning.

**To Apply:** Please send letter of application, resume, list of three references, and a completed state of Texas application [http://www.twc.state.tx.us/jobs/gvjb/stateapp\\_er.doc](http://www.twc.state.tx.us/jobs/gvjb/stateapp_er.doc) to:

Midwestern State University  
Human Resources Department  
3410 Taft Blvd.  
Wichita Falls, TX 76308

EEO/AA/ADA Compliance Employer