

THE CATHOLIC UNIVERSITY OF AMERICA

Senior Associate Director, Employer Relations & Assessments (full-time, 35 hours/week)

Office of Career Services

Position 101855

Position Summary: The position provides a high quality system of job/internship and paid student and professional employment for the student and alumni population within an active, student-centered Career Services Office. Coordinates/oversees the articulation and implementation of the vision, planning and delivery of the employer relations outreach, management and assessment system; the duties of the Associate Director of Employer Relations; the collection of statistical data; and management of the JLD budget. This position will also assume the duties of the Director of the office when the Director is not on premises. Programs and services are to reflect the institutional mission, vision, and strategic direction to support student recruitment, retention, and successful graduation, be responsive to the CUA student population, are accomplished with attention to high standards, quality, collaboration, and fiscal soundness. Also, cultivates employer and alumni relationships and relationships among CUA community.

Serve as an educator and manager of essential employer university programs and services. Serve as an institutional resource for staff, students, and alumni. Support and promote the mission and vision of CUA; contribute positively to the CUA community of research, teaching, learning and service to the Church, the nation and the world.

Essential Responsibilities Include: Assist the Director of Career Services in creation and execution of strategic plans of the office; Oversight and management of the office and staff when the Director is not present which includes: all counseling, employer relations, work-study, and office management as well as with the creation and oversight of office budgets.

Oversee and assess the operation of the Employer Relations arm of the office including the organization, marketing, and execution of recruiting events such as career fairs, on-campus interviewing, Information sessions; Partnering with key faculty, staff, and alumni to coordinate outreach efforts to identify, engage, and retain new employer contacts that will result in the recruitment of CUA students and alumni; Soliciting employers at strategically relevant times; Approving, updating and maintaining information in the Hire a Cardinal recruiting system in a way that reflects the values of the Mission of the University.

Manage all employer outreach and relationship management by identifying employer targets by use of multiple resources; Contact employers, discuss needs and promote a means of recruiting students; Participate in visiting and hosting employers for the purpose of cultivation relationships with the Career Services Office; Communicate and work with key faculty and staff that have student employment responsibilities to coordinate professional outreach efforts.

Oversee the assessment, marketing and distribution of key information and data (in the appropriate manner) for faculty/staff, students, alumni, parents, and employers including: The Senior Survey/Internship Survey; Employer activity and statistics; Employer related events and job and internship postings on the Hire a Cardinal system; Off campus/online events relevant to the university's constituent populations

Train and supervise the Associate Director of Employer Relations (and student staff) to provide support services including but not limited to manage the Hire a Cardinal system; Research and approve employers and job/internship positions; Post and advertise job/internship/fellowship/shadowing opportunities and events such as career fairs, information sessions, and on-campus recruiting to students and alumni; Maintain the daily operations of the Career Services Alumni Networking system; Manage the for-credit internship database and train faculty/staff supervisors on how to utilize the system. Run career related events such as career fairs, information sessions, site visits, shadowing opportunities, and on-campus interviews; Oversee the assessment process to determine employer hiring and student employment earnings for the JLD grant. Coaching on effective methods of using Career Services employment posting system and on-campus interviewing system.

Minimum Qualifications: A Master's degree with at least four (4) years of experience working in an employer focused position in a university career services office. Must have previous supervisory experience, recruiting experience and understanding of the college recruiting process. Previous experience utilizing recruitment software. Experience creating and maintain information on websites and social networking sites as they pertain to the recruiting process. Strong written and oral

communication skills required. Ability to apply ethical and legal standards pertaining to student records and the employment process. Must have strong analytical and research skills and be detailed oriented.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to **(salary expectations are considered part of application process):** CUARecruitment@cua.edu. Reference position 101855 in subject line of email. Please do not include photos on resumes and save documents with first/last names. **All applicants must be supportive of the mission and vision of *The Catholic University of America*.** Position is open until filled.

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