Employer Relations Manager (full-time, 35 hours/week)
Business and Economics
Position 101652

Position Summary: The School of Business and Economics provides teaching and research in the areas of economics, finance, management, marketing, and accounting. Further, it endeavors to place students in good careers upon graduation. Develops a network of industry, government and other contacts for internship and employment opportunities for School of Business and Economics (SBE) students, ultimately increasing SBE placement rate. Increase the visibility and support of the Career Development Program within and outside of the university by connecting with alumni and employers. Works hand in hand with CUA Career Services to support their mission and share resources and tools. Build relationships with employers in cities on the east coast and across the country to ultimately grow the SBE network. Assist Career Development Program Coordinator in planning and managing guest speakers for on campus industry panels, off campus company visits and networking events.

Essential Responsibilities Include: Maintain contacts with key decision makers at companies, agencies and not for profits that provide job and internship opportunities in order to ensure on-going availability of opportunities for CUA students. Develop new contacts and relationships by partnering with alumni, companies, and organizations for internship and job opportunities for undergraduate business students. Develop marketing strategies/ outreach initiatives for Career Development Program to reach parents, alumni, and donors effectively in increase internship and job opportunities. Maintain an on-going database of and communications with contacts specific to Business and Economics focused employers. Inform program director as appropriate when corrective action needs to be taken to ensure a continued positive relationship with employers. Manage communications with multiple industry specific networks for undergraduates, graduates, and alumni to connect/ re-connect with each other and the university, including but not limited to the Professional Mentor Program, CUA on Wall Street, and CUA on Madison Ave. Support the database of Career Services contacts on behalf of the university. Attend professional development seminars and networking events outside of the university to expand the network and increase awareness for SBE in regards to hiring SBE students.

Minimum Qualifications: A Bachelor’s Degree, and a minimum of two (2) years professional working experience. Sales or consulting experience highly desired. Experience building and maintaining relationships in a professional setting and accomplishing desired results. Proficiency with Microsoft Office, especially Excel, PowerPoint. Ability and willingness to travel- mostly East Coast/ US.

How to apply: forward resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101652 in subject line of email. Applications are being accepted until 4/29/2016.

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