CSUB JOB ANNOUNCEMENT

Position Title: EMPLOYER RELATIONS COORDINATOR (Public Affairs/Communication Specialist II)

Recruitment #: #2104

Full/Part-Time: PT (19 hours per week)

Employment Type: Permanent

Bargaining Unit: R09

Salary: $1,669.63 - $2,709.40 per month (based on 19 hours per week) Exempt, however due to assigned hours this position will be considered a non-exempt position for federal wage-hour law.

Department: Career Education and Community Engagement (CECE)

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: January 13, 2017

Closing Date: For priority consideration, application materials must be received by January 27, 2017. However, the position will remain open until filled.

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:

- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Under the general supervision of the Director, the Employer Relations Coordinator is responsible for cultivating relationships and identifying internship and career opportunities with corporate, nonprofit, and public sector employers.

DUTIES: MAJOR JOB DUTIES (Essential Functions)

Specific duties include, but are not limited to the following:

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
Employer Development
Identify, recruit, and develop relationships with employers.
- Support the University’s initiative to increase internship opportunities for students.
- Collaborate with on-campus constituents to develop and promote meaningful and mutually beneficial student internship programs.
- Develop and maintain relationships with prospective and existing employers that will facilitate recruitment of CSUB students and graduates.
- Engage in one-on-one contact with employers through phone, email, and personal visits.
- Coordinate relationship-development processes and strategies.
- Serve on university and community committees as assigned.

Customer Care
Manage and track employer recruitment activities and provide customer service to employers.
- Work collaboratively with on-campus units including: academic departments, advancement, alumni association, and student organizations to provide coordinated customer service to employers.
- Coordinate ongoing assessment of employer relations efforts and provide feedback on the effectiveness on those efforts.
- Create and run reports, track contacts, evaluate goals, and implement follow-up strategies.

Marketing
Facilitate the marketing of CSUB and CECE to existing and prospective employers.
- Develop marketing strategies and materials to promote events and employer services.
- Represent CSUB and CECE at various external and campus events.
- Coordinate special events and projects as requested.

Additional Responsibilities
The incumbent will also:
- Participate in planning and goal-setting to meet performance expectations and metrics.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

Education & Experience:
- Bachelor’s degree from an accredited four-year university and a minimum of 2 years of related professional experience in capacities, such as: employer recruitment, career services, or human resources.

Skills, Knowledge, & Abilities:
- Highly motivated, team-oriented, and experienced working in a fast-paced environment.
- Ability to cultivate and sustain effective relationships with employers, community partners, campus community, and the CECE team.
- Excellent interpersonal and communication skills (both written and verbal).
- Strong business and student services acumen.
- Knowledge of employer recruitment strategies, hiring processes, and career development.
- Excellent public speaking skills in both small and large group settings.
- Demonstrated skill in data collection, analysis, and developing recommendations.
- Excellent customer service orientation and demonstrated experience working with diverse populations.
- Ability to demonstrate initiative and resourcefulness in planning work assignments, planning special events, and implementing long-range program plans.
- Demonstrated skill in investigating and analyzing complex problems.
- Experience managing multiple tasks with competing priorities.
- Skilled in the use of personal computing including: word processing, spreadsheets, databases, social media, and presentation software.
- Ability to maintain confidentiality and apply independent judgment and discretion.
- Must have reliable transportation.

PREFERRED QUALIFICATIONS: Experience using GradLeaders and Qualtrics platforms.

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SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.