

Position: Engagement Specialist, University of Delaware Lerner Career Services Center

Department: University of Delaware Lerner Career Services Center, Lerner College of Business & Economics

This is a part-time, miscellaneous wage position with no University of Delaware benefits. The position is 20 hours per week between the hours of 9:00 A.M.-5:00 P.M., Monday-Friday. Specific hours have some flexibility.

The Lerner Career Services is seeking an Engagement Specialist who is responsible for making significant contributions to employer initiatives by developing and maintaining relationships with employers in business, and increasing involvement in the Executive Mentoring Program, career events and programs. Responsibilities would include:

- Establish new mentor/employer contacts and strengthen current mentor/employer contacts through outreach activities such as cold calls, targeted mailings, and individual employer visits to determine hiring needs and promote UD's students and alumni as a potential candidate pool.
- Assist the Program Coordinator of the Lerner Executive Mentoring Program in all aspects of program management including contact database management, matching student mentees and mentors and general communication with mentors.
- Advise and counsel employers with regard to the most effective means of identifying potential job candidates to meet the employer's specific needs, including, but not limited to campus recruitment, job postings, internships, career fairs, profile searches, etc.
- Proactively develop and implement strategies designed to increase Mentors through the Lerner Executive Mentoring Program.
- Conduct industry research and develop target employer lists for outreach efforts. Keep all data related to employer targets up to date.
- Maintain a working knowledge of local and national employment market trends and their actual and potential impact on the hiring of college students and graduates.
- Attend industry relevant networking events and programs, and develop partnerships with industry associations, to establish and build relationships with current and prospective employers.

QUALIFICATIONS:

- Bachelor's degree and 3 years of relevant work experience, or equivalent combination of education and experience.
- Highly motivated, demonstrates initiative, and completes tasks/priorities while maintaining a high level of attention to detail.
- Must possess a professional demeanor with exceptional organizational, written, and oral communication skills.

- Knowledge and familiarity with Handshake, NACELink/Simplicity, Salesforce, and/or other customer relationship management systems.
- Proven experience with managing and tracking data, utilization of LinkedIn, and other social media tools.

TO APPLY: Please send resume, one page cover, and three references with names, telephone numbers and addresses to: jgugino@udel.edu. In your submission, include any scheduling considerations that affect your daily, monthly and seasonal availability for work.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>