Position Title: Employer Engagement Specialist
Department: Career Center
College/Admin. Office: Career Center
Title of Supervisor: Senior Associate Director for Employer & Alumni Engagement
Grade: N/A - Misc. Wage $21/hr, 20 hours/week

CONTEXT OF THE JOB:
The Career Center at the University of Delaware (UD) provides comprehensive career services to students and alumni from all academic disciplines. Under the direction of the Senior Associate Director for Employer & Alumni Engagement, the Employer Engagement Specialist is responsible for making significant contributions to employer initiatives by developing and maintaining relationships with employers and increasing involvement in the campus interview program, the Handshake recruiting platform, career fairs, meetups, and other career events and programs. This position supports the arts, media, and communications career sector.

MAJOR RESPONSIBILITIES

- Establish new employer contacts and strengthen current 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.
- Secure employers for networking meet-ups, career fairs, panel talks, bus treks and other programs.
- Advise and counsel employers with regard to the most effective means of identifying potential job & internship candidates to meet the employer’s specific needs. Proactively develop and implement strategies designed to increase employment opportunities for UD students and increase employer engagement on campus.
- Conduct industry research and develop target employer lists for outreach efforts. Keep all data related to employer targets up to date.
- Maintain a thorough and accurate customer relationship management system showing evolution of the relationship for each assigned employer and strategies for enhancing/maintaining the relationship.
- 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.
- Provide generalist support with reviewing, approving, employers and job postings in Handshake.

QUALIFICATIONS

- Bachelor’s degree and 3 years relevant professional work experience with employer relations or development, university relations, recruiting or talent acquisition, business development, sales, human resources, marketing, career services, or related fields.
- Highly motivated, demonstrates initiative, and tasks/priorities while maintaining a high level of attention to detail.
- Must possess a professional demeanor with exceptional organizational, written, and oral communication skills.
- Ability to work independently and in a team environment.
- Flexible, adaptable, and eager to learn.
- Proven experience managing and tracking data, utilizing LinkedIn, and building and managing relationships.

**SPECIAL REQUIREMENTS**
- Availability to work nights and weekends and travel throughout the United States on occasion.
- Must have a valid driver's license and a good driving record

Please send cover letter and resume to:

**Debbie Rhodunda**  
*Administrative Specialist*  
University of Delaware Career Center  
401 Academy Street  
Newark, DE 19716

or email your materials to  
[debbier@udel.edu](mailto:debbier@udel.edu)

No phone calls, please.