Carleton College Exempt Position Description

Job Title: Program Director for Employer Relations
Reports To (Title): Associate Director of the Career Center
Department: Career Center
Division: Student Life
Revision Date: April 19, 2021
Grade: 12

Position Overview:
The Program Director for Employer Relations is responsible for developing relationships with employers and organizations for Carleton students for full-time positions and experiential opportunities, including externships and internships. The goals of the position are to increase the breadth and diversity of opportunities for all Carleton students, particularly those from traditionally underrepresented populations, and to help Carleton students prepare for and secure quality opportunities. This role collaborates with internal and external constituencies to build and maintain a high volume of year-round recruiting and networking activities for the Career Center. The Program Director will implement strategies to increase the participation of diverse students across a range of opportunities in collaboration with faculty and staff colleagues.

Department Overview:
Through a variety of programs, resources, and tools, the Career Center assists students with ongoing self-assessment and skill and knowledge building and provides experiential opportunities and access to employers and graduate programs. We engage the Carleton community and facilitate career-related connections and learning opportunities among our partners — students, alumni, parents, faculty, employers, and friends — to position students for success.

Essential Job Function/Responsibilities:

I. Program Management (60%)
   A. Employer Relations
      1. Identify, develop new, and maintain existing experiential learning, part- and full-time employment opportunities for Carleton students and alumni.
      2. Manage the design and delivery of recruiting activities for undergraduate students. Develop and implement employment pipelines and programs that encourage student engagement with targeted employers and organizations. Cultivate enduring relationships with priority employers, consistent with Carleton’s values.
      3. Collaborate with the Program Director for Experiential Learning on recruitment processes for host sites (e.g. externships and internships) offered by alumni, family, and friends of the college. Work closely with Career Center colleagues and External Relations, as appropriate, to build relationships with alumni to better utilize connections in recruiting and networking.
4. Cultivate partnerships with key campus partners to develop recruitment pipelines for students in priority student demographic and interest areas.

5. Manage student programs related to career development areas, including site visits to employers, skill-building workshops, and other career-readiness activities.

6. Research and strategically adapt employer recruiting programs based on current trends and anticipated needs of students. Provide employer and industry insights to the career center staff and college overall.

7. Collaborate with sector-specific career community leads (career coaches). Involve them in company conversations and regularly communicate with them about internship and job opportunities in the sector. Work through the leads to connect employers with faculty and academic departments, as needed.

8. Routinely assess recruiting experiences and services for all partners. Review and update recruiting program policies and procedures to be consistent with the evolving legal and business environments.

B. Technology and communications

1. Manage Career Services Management platform Handshake, in coordination with Recruiting Program Coordinator.

2. Develop and improve upon the marketing of employment opportunities and recruiting activities to students on campus.

3. Strategically cultivate and strengthen communication to build awareness of a Carleton education and capacity of Carleton students with and among employers, students, alumni, and friends of the college, i.e., through a monthly employer newsletter.

4. Provide oversight for data collection and integration processes between Handshake and related Carleton systems.

C. Additional programs

1. Coordinate, publicize, and host student participation in programming related to the Berkshire Hathaway Annual Shareholders Meeting in Omaha.

II. Career Coaching (25%)

A. Provide coaching to students and alumni through individual and group sessions.

B. Develop and implement a thematic career community (business/finance area) to support career progression based on the needs of current students, graduate employment outcomes, and demographic projections.

C. Plan, organize, and present seminars, workshops, networking events, and other educational opportunities to meet Carleton student needs.

D. Advise students on essential career development skills, including the negotiation of offers, overall ethical/professional conduct, resume/cover letter writing, informational interviewing, interview preparation, time management, and interview cancellations.

E. Conduct and interpret career assessments (such as the Strong Interest Inventory) for students and alumni.
III. Supervision (10%)
   A. Lead the employer relations team and assure the vision, direction, and initiatives align with the career center goals.
   B. Provide direction and oversight of Recruiting Program Coordinator and student staff to ensure appropriate and efficient delivery of recruiting services.
   C. Assume oversight for the Carleton on-campus interview program, approvals, and job postings, recruitment programs, activities, and all other employer-related data in Handshake and other Carleton data repositories.

IV. Additional Responsibilities
   A. Coordinate, publicize, and host student participation in programming related to the Berkshire Hathaway Annual Shareholders Meeting in Omaha.
   B. Represent Carleton in professional consortia including NACE, Minnesota Private College Career Fair, MCUCSA, and the Fall Recruiting Showcase.

Describe Supervision Received and Exercised:

This position will supervise a professional staff member, the Recruiting Program Coordinator. This role will work closely with the Recruiting Program Coordinator and a student staff of four to five students to manage recruiting functions in the office.

The Program Director for Employer Relations reports to the Associate Director of the Career Center and will have a high level of autonomy in creating and managing all recruiting-related initiatives.

Education/Experience/Skills (supported by job duties):

Required:
- Master’s Degree in relevant field (including student affairs, higher education, human resource management, or a related discipline)
- 5 years of relevant experience in career development in higher education, human resources, and/or recruiting
- Experience with online recruiting systems
- Experience managing and building relationships with employers
- Demonstrated coaching ability, preferably in career development
- Ability to exercise independent judgment and accuracy in a fast-paced environment
- Possess a dynamic, professional demeanor with a motivated and enthusiastic work style
- Outstanding interpersonal skills as evidenced by a high level of comfort with networking
- Flexibility and capacity to conduct some evening and weekend programs and events

Preferred:
- Minimum two years’ experience working in a college/university recruiting environment
- Background or experience in coaching students interested in business, finance, and consulting careers
- Computer skills including familiarity with career services online technology and career services management systems, particularly Handshake
• A deep interest in a liberal arts education and commitment to student life and learning

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties to meet the ongoing needs of the organization.