

Job Level	Business Resident – Career Management Employer Services Resident	Technical/Support Level II
Oversight Received	<ul style="list-style-type: none"> * The Business Resident provides professional level duties in support of the operations of the College of Business. This Administrative Professional special appointment position reports to a director level position. Business Residents are appointed for a one-year appointment term and may be renewed for a period not to exceed three years. * Business Residents have decision making authority and responsibility delegated by Deans, Associate Deans, Directors, and/or Department Chairs. * Oversee social media strategy and work with student staff to help execute integrated strategy * Works closely with the COB Marketing and Communications Department to understand and communicate with the client base including employers, faculty, staff, students, and alumni. * Participates as a staff member in the full activities of the Career Management Center. Demonstrates ability and commitment to work effectively within a team and independently. 	<ul style="list-style-type: none"> * Completes tasks without immediate supervision * Work is regularly checked.
Problem Solving	<ul style="list-style-type: none"> * Works as a member of the Employer Relations team to build relationships with new and existing employer partners. The ultimate goal is to help identify and promote career opportunities for students/alumni of the College of Business. * Helps execute 15-20 career events per semester including scheduling logistics, employer communication, marketing campaigns, and day-of-event preparation and management. 	<ul style="list-style-type: none"> * Problems encountered are varied but similar. * Responses typically drawn from pre-established solutions. * Resolves non-routing issues escalated from junior team members
Interaction/ Communication	<ul style="list-style-type: none"> * Conducts employer relations activities including work on career fairs, networking events, panel discussions, information tables, and management of data related to events and employer activities, including work within Salesforce. * Oversee social media strategy and work with student staff to help execute integrated strategy. * Works closely with the COB Marketing and Communications Department to understand and communicate with the client base including employers, faculty, staff, students, and alumni. 	<ul style="list-style-type: none"> * Audience is typically knowledgeable about the subject matter. * May need to present information in multiple written forms.
University Impact	<ul style="list-style-type: none"> * Serve as a key liaison both internal and external to constituents of the College of Business. Serve as knowledgeable spokesperson for a wide range of employer relations related questions: posting jobs and internships, event logistics and other career related inquiries. Ability to interact with a variety of stakeholders in a professional and timely manner. Ability to troubleshoot situations and convey accurate information. 	<ul style="list-style-type: none"> * May be accountable for on-time delivery of own work or that of others on the team.
Typical Education	<ul style="list-style-type: none"> * Applicants must have obtained a bachelor's or master's degree from Colorado State University within the past 24 months. * Degree must have been earned in Business Administration, Computer Science or Journalism and Technical Communications. 	<ul style="list-style-type: none"> * Requires technical know-how and broad understanding of subject area. * May require vocational qualification or certification.